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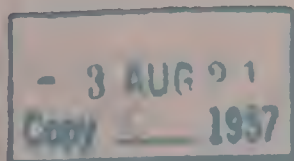
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CIVIL SERVICE RULES

UNITED STATES,

STATE OF NEW YORK,

CITY OF NEW YORK.



PUBLISHED BY THE
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CIVIL SERVICE GUIDE.

RULES

OF THE

United States,

State of New York and

Municipal Civil Service,

1902.

OFFICE OF PUBLICATION:

EAGLE BUILDING, BROOKLYN, N. Y.

Civil Service Guide.

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UNITED STATES CIVIL SERVICE COMMISSIONERS, WASHINGTON, D. C.

President, John R. Procter; William A. Rodenberg, William Dudley Foulke; Chief Examiner, A. R. Serven; Secretary, John T. Doyle.

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United States Civil Service.

Civil service examination is designed as a protection to the public against the chances of having to pay incompetent persons salaries for work which only competent persons can perform. It is also a premium held up for those who have availed themselves of the educational institutions of the country. Many persons who are ambitious to enter the public service, but who have frittered away their early opportunities of education, finding themselves wanting in intelligence and without the proper appreciation of what is needed in public office, become so anxious as to what they shall do in order to make the civil service requirements subservient to their purpose, that one would presume that an education may be acquired immediately. The civil service test is the barrier with which the poorly educated class find themselves confronted.

The best that can be done to meet the wants of that numerous class is to supply them with the information necessary to show them what must be done in submitting themselves to the test.

The same information is of use to those who, by educated preparation, are entitled to receive guidance and direction as to the process of making application and of undergoing examination according to civil service rules. To that end the Eagle has prepared this issue of its periodical Library, and all concerned will be able to find the proper directions in the matter of civil service, as provided for municipal, state and United States, forms necessary to be observed by intending applicants. It is believed that the assistance thus given will be helpful to all who will carefully peruse the following authentic instructions.

NOTE—The Commission frequently receives letters from different parts of the country inclosing advertisements of individuals and bureaus claiming to have special information of value to applicants and special facilities for preparing them for civil service examinations. The writers of these letters inquire whether, in the opinion of the Commission, the claims of these individuals and bureaus are genuine or not. Attention is called to the fact that a pamphlet is furnished to every applicant upon request, which contains full information relative to applications, examinations, the method of marking papers, and of certifying eligibles. It also contains sample questions of examination, for all branches of the service. No person has any information concerning examinations of importance to applicants which cannot be obtained without cost from the pamphlets furnished by the Commission.

N. B.—Examinations for the custom-houses and for the classified first-class post offices will be held annually, and extra examinations will be held from time to time if the needs of the service demand them, but are never held simply for the convenience or benefit of individual applicants. At all other classified post offices examinations will be held only when eligibles are needed.

The classified civil service is arranged in the following branches: The Departmental Service, the Custom House Service, the Post Office Service, the Government Printing Service and the Internal Revenue Service.

The Departmental Service includes the several executive departments at Washington and all local services except those named in the preceding paragraph.

Sec. 1.—THE DEPARTMENTAL SERVICE.

All positions in the executive departments at Washington above the grade of laborer and below the grades filled by Presidential appointment are covered by the Civil Service rules. Appointments are usually made to the lowest class, the higher classes being filled by promotion. Applications may be procured directly from the Commission at Washington. The following are the age limits for the Departmental service:

	Minim.	Maxim.
Page, messenger boy, apprentice (other than apprentice in mints and assay offices) or student.....	14	20
Apprentice in mints and assay office.....	18	24
Printer's assistant and messenger.....	18	No limit
Positions in the railway mail service	18	35
Hospital stewards in the Marine Hospital service	21	30
Keeper, assistant keeper and officers of lighthouse tenders and light vessels in the lighthouse service.....	18	60
Cadet in the revenue cutter service, and aid in the coast and geodetic survey	18	25

	Minim.	Maxim.
Surfman in the life saving service..	18	45
Superintendent, physician, supervisor, day school inspector, disciplinarian, matron, and assistant matron in the Indian service; inspector and assistant inspector of hulls, and inspector and assistant inspector of boilers in the steamboat inspection service	25	55
Observer in the Weather Bureau service	18	30
All other positions	20	No limit

(The age limitation shall not apply in the case of the wife of the superintendent of an Indian school who applies for examination for the position of teacher or matron.)

In making appointments it is necessary under the law to distribute positions among the residents of the different states in a just proportion according to population. For instance, the State of New York, containing about one-tenth of the entire population of the United States, should receive about one-tenth of all appointments. This apportionment applies only to positions at Washington, and is not observed in the local services.

Sec. 4.—APPLICANTS.

(a) There is no need of seeking the aid of any prominent or presumably influential person to secure an application paper or an examination. No recommendation or certificate, beside those provided for in the application itself, will be received or can be of any use in securing an examination or a certification for appointment. Time spent in attempts to change the order of certification will be lost. Neither the commission nor any examiner can help any one to secure an appointment, and they have nothing to do with the selection by the nominating officer from among those certified.

(b) Persons serving in the Army or Navy who wish to be examined for admission to the classified civil service must obtain the written consent of the head of the department (the Secretary of War or Secretary of Navy) under which they are enlisted, and file the same with their formal applications.

(c) Applicants who were honorably discharged from the military or the naval service of the United States by reason of disability resulting from wounds or sickness in-

curred in the line of duty, and who, by reason of such fact, have been allowed preference for appointment under section 1,754 of the Revised Statutes by the Civil Service Commission, are released from all age limitations for entrance to examinations and are required to attain a grade of only 65 per cent. in the examination in order to become eligible for certification, and, having attained that per cent., their names are placed on the register ahead of and are certified before all others who are not entitled to such preference. All other persons must attain a grade of 70 per cent. in order to become eligible for certification. This preference, however, does not apply to persons who are already in the service and who may be examined for promotion or transfer.

(d) The Commission may refuse to examine any applicant who would be physically unable to perform the duties of the position to which he seeks appointment.

(e) No person habitually using intoxicating beverages to excess can be appointed.

(f) No discrimination is made in examinations or certifications on account of color or on account of political or religious opinion.

(g) No person who has been dismissed from the public service for misconduct, and no person who was not absolutely appointed or employed after probation, can be examined within one year after such dismissal or failure to receive absolute appointment.

(h) Eligibles will be certified for appointment only in the district in which they are examined. Attention is invited to the fact that in the post office and custom house services from those certified the department usually selects for appointment an eligible who is a resident of the district in which the vacancy exists.

(i) The names of all male eligibles will be entered on both the clerk and carrier registers, and appointments from either register will remove the name from both registers.

(m) There will be but one examination in stenography and typewriting for all branches of the service, whether at Washington or elsewhere. Whenever a vacancy occurs in any branch of the service other than departmental—for instance, in a custom house, post office, etc.—a list of eligibles will be prepared containing the names of those who were examined in the particular customs district, post office district, etc., as the case may be, where the vacancy exists, and who have expressed a willingness to accept a position in that service, preference being given to legal residents of the district. Persons desiring to be examined for this position should obtain application blanks from the Commission at Washington, and should state in their applications the particular branch or branches of service in which they are willing to accept appointment. Applications for this position should be filed with the Commission at Washington and not with the local board.

Likewise, for other positions which are not covered by any of the regular examinations herein described, certification may be made from existing registers of eligibles with the proper qualifications who have been examined for similar positions in other branches of the service. There are still other positions, such as weighers, gaugers, assayers, examiners, etc., for which examinations are held only when eligibles are needed.

Regular departmental examinations are held twice a year, unless rendered necessary at other times. The spring examinations usually occur in the months of March and April, and the fall examinations are held in the months

of September and October. No person will be admitted to an examination who has not previously filed a proper application on the form furnished by the Commission. Great care should be exercised in properly attending to the details enumerated in the blank forms. A failure to observe instructions causes unnecessary delays and great annoyance to the applicant as well as the Commission.

An applicant should first decide what kind of examination he desires and when and where he wishes to be examined. He should write the Commission for blanks and pamphlet of instructions, which will be sent. Applications must be filed at least ten days before the date of the examination, and should be on file much sooner. When an application is approved, the applicant is sent a card which will admit him to the examination for which he applied. Examinations begin at 9 o'clock A. M., and applicants should report a little earlier than that hour, so that there may be no delay in opening.

What applicants should bring to examination room.

Sec. 30. Persons taking the typewriter examination must provide themselves with typewriting machines and stands or tables which should be plainly marked with their names and addresses; those taking the draftsman or other examinations requiring the use of instruments, must furnish the instruments required. Applicants must provide themselves with pens, penholders, pencils, erasers, and ink. Applicants should not bring any paper for use in the examination room, as blank paper and blotters will be furnished to all applicants in connection with the examination sheets.

Each applicant must present his admission card in order to be admitted to the examination.

During the examination care should be exercised to see that no part is omitted. Instructions must be literally observed. No communication or conversation between competitors will be permitted. No memoranda or helps of any kind should be brought into the room, as their discovery will undoubtedly result seriously to the competitor. A competitor should not finally leave the room until he is satisfied that all requirements have been complied with.

All examination papers are finally graded at Washington. As thousands of persons are examined every year, and as the Commission's office is small, the result of any examination is not usually ascertained for some time after. As soon as the papers are marked, notices of standing will be sent out to all competitors, whether they pass or fail. The names of those who receive average grades of 70 per cent. or more will then be entered on the proper eligible registers. When a vacancy occurs a request for certification is made by the appointing officer in whose office the vacancy exists. In response to this request a certificate containing the names of the three persons whose grades are highest on the proper register shall be filed. From this certificate a selection is made and the person selected receives appointment.

Sec. 2.—CLASSIFIED OFFICES AND DISTRICTS.

Post-office service.

1. Under the rules a post office is brought within the classified service immediately upon the establishment of city free delivery (or "letter carrier") service. There are over

nine hundred classified post offices. The position of postmaster is not within the classified service, and is in no case subject to examination. Whenever city free delivery is to be established at any post office, the Commission will organize a board of examiners at such office, and that board will furnish applicants with blank forms and all necessary information relative to the examination, which is always held preliminary to the establishment of free delivery.

Custom-house service.

2. Under the Presidential order of July 27, 1897, all customs districts are included within the classified service.

Sec. 3.—POSITIONS EXCEPTED FROM COMPETITIVE EXAMINATION UNDER RULE VI.

1. Post office service—All positions in classified post offices are filled through examination and certification except the following:

(a) Not exceeding one private secretary or confidential clerk to the postmaster, if authorized by the Postmaster General, at each post office where the receipts of the last preceding fiscal year amounted to as much as \$350,000.

(b) One assistant postmaster or the chief assistant to the postmaster, of whatever designation, at each post office.

(c) Not exceeding one auditor at the post office at New York City.

(d) Not exceeding one finance clerk, if authorized by law and regularly and actually assigned to act as auditor, at each post office where the receipts for the last preceding fiscal year amounted to as much as \$350,000.

(e) Not exceeding one cashier or finance clerk at each first class post office.

(f) Not exceeding one cashier and one finance clerk at each post office where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

(g) Not exceeding one cashier and two finance clerks at each post office where the receipts for the last preceding fiscal year amounted to as much as \$1,000,000.

(h) Not exceeding one cashier and three finance clerks at each post office where the receipts for the last preceding fiscal year amounted to as much as \$2,000,000.

(i) Not exceeding one clerk, who shall be a regular physician, at each first class post office, when authorized by the postmaster general, to examine applications for sick leave, and also to act as a general utility clerk.

Custom House Service.

2. The list of positions excepted from competitive examination in the custom house service is as follows:

(a) Not exceeding one cashier in each customs district, if authorized by the Secretary of the Treasury.

(b) Not exceeding one chief or principal deputy or assistant collector at each customs port; and not exceeding one principal deputy collector of customs at each sub-port or station.

(c) Not exceeding one deputy naval officer at each customs port where a naval officer is authorized by law.

(d) Not exceeding one deputy surveyor of customs at each customs port where a surveyor is authorized by law.

(e) Not exceeding one private secretary or confidential clerk, if authorized by the Sec.

retary of the Treasury, to the collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

(f) Not exceeding one private secretary or confidential clerk, if authorized by the Secretary of the Treasury, to each of the appraisers at the ports of Boston, New York and Philadelphia, respectively.

(g) Not exceeding one counsel before the Board of United States General Appraisers.

(h) Not exceeding one paymaster in the New York customs district.

(i) All positions in Alaska.

Appointments to the positions named in this rule under a, b, c and d, in the custom house service, shall be subject to an examination to be prescribed by the Secretary of the Treasury, not disapproved by the commission, equivalent to the examination held by the commission for positions of like grade. Such examination shall be conducted by the commission in accordance with its regulations: Provided, That examinations may be waived by the Secretary of the Treasury for appointments in the Alaska customs service.

For information in regard to any of the above named positions, applicants should apply to the Postmaster General or the Secretary of the Treasury, as the case may be.

Sec. 5.—APPLICATION REGULATIONS.

NOTE—Except in a general way these regulations do not apply to any branches of the classified service except the post office and custom house branches.

REGULATION I.

Time limit for filing.

At all post offices and custom houses, except at the New York custom house, where regular scheduled annual examinations are held application blanks should be given out upon request and accepted at any time. At offices where examinations are held only when eligibles are needed applications will be given out and received only after an examination has been announced.

All applications for examinations must be presented to the board on or before the date fixed by the Commission for closing the receipt of applications. Applications filed after such dates will be approved for the next examination, except at those offices where examinations are held only when eligibles are needed, in which cases such applications will not be received.

No application shall be approved which is dated, or which has vouchers that are dated, more than six months prior to the time of its receipt by the board. When an application is approved and the applicant given an opportunity for examination for any office and he is not examined, the application may be used for any examination for that office which may be held, approximately, one year after the date of the examination for which it was originally filed. If not used within that period it will be canceled.

REGULATION II.

Date of accepting.

No person shall be admitted to an examination whose application has not been previously presented to the board and approved in accordance with Regulation 1. Boards are prohibited from accepting applications for an examination after the date set for the close of the receipt of applications for that examination, and from admitting persons who have not complied with the requirements and procured admission cards or other proper authority in advance.

An application will be good for only one grade of examination.

REGULATION III.

All Questions to be Answered in Ink.

Every question in the application must be fully answered. All writing in the application, vouchers and certificates thereof must be in ink, and in the handwriting of the signer.

REGULATION IV.

Name to be uniform.

In all places in the application, vouchers, and certificates, the initials and surname of the applicant must be correctly given, and must be uniform or consistent throughout the application. Women must prefix the title Miss or Mrs. The post office address on the outside of the application should be in the handwriting of the applicant, and will be changed only upon the written order of the applicant, which order, when received, will be filed with the application.

REGULATION V.

Citizenship.

All applicants must make oath in their application to their United States citizenship. In the case of foreign-born citizens, proof of citizenship must be furnished. If naturalized, the certificate of naturalization must accompany the application. A foreign born person who claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of two disinterested persons that it is generally believed that the parents of such applicant were, at the time of the birth of the applicant, citizens of the United States, and that they did not then or at any subsequent time during the minority of the applicant renounce or legally express their intention of renouncing their United States citizenship. A foreign-born citizen who was naturalized by the naturalization of his father or his mother while he was a minor must furnish the parent's certificate of naturalization and the sworn statements on form 44 of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States must furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen) and evidence of her marriage to him.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization, but when any alien who has declared his intent to become a citizen of the United States dies before he is actually naturalized, his widow and children shall be considered citizens of the United States, upon taking the oath prescribed by law. A person is not eligible to examination until fully naturalized. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers showing the facts in the case. The same rules in regard to citizenship apply to women as to men.

REGULATION VI.

Jurat; legal residence.

Every applicant must make oath to the statements in his application before an officer who is authorized to administer oaths for general purposes, and the officer's signature must be authenticated by an official seal. If

the officer has no official seal, he must obtain a certificate of his authority from the proper officer who has the custody of an official seal, which certificate must be attached to the paper.

Every applicant must make oath in his application to the place of his legal residence, which must be shown continuously to the exact date of application, and which must be corroborated by the vouchers required on his application paper. A married woman can have no other legal residence than that of her husband, and proof of the husband's legal residence must accompany the application; but a married woman living apart or divorced from her husband may, for the purpose of filing an application for examination, claim legal residence other than that of her husband, but she must furnish a sworn statement of the facts on which her right to a separate legal residence is based. The Commission will decide in each case whether the evidence presented establishes the claim. The legal residence of minors is the same as that of the parents or guardians. Applicants are advised that the question as to where they have a right to claim legal residence is a matter which the Commission can not determine for them.

REGULATION VII.

Observance of age limits.

No application shall be approved if the applicant is under the minimum age required for the examination which he seeks, or if he is past the maximum age limitation on the date of examination. (See sec. 3 [j].)

REGULATION VIII.

Crime, persons indicted for.

A person who makes a false statement, or who is guilty of fraud or deceit in any matter connected with his application or examination, or who has been guilty of crime or of infamous or notoriously disgraceful conduct, may be excluded from examination and certification. Persons who have been indicted for, or convicted of, any crime must inclose with their applications a certified copy of the court proceedings showing the essential facts of the case.

REGULATION IX.

Applicant for or eligible from more than one examination.

The entire classified service is arranged in branches as follows: The Departmental branch (including the Railway Mail and the Indian services), the Custom House branch, the Post Office branch, the Government Printing branch and the Internal Revenue branch. Subject to the restrictions of Regulation X and those hereinafter mentioned, a person may at the same time be an applicant for as many examinations in as many of the different branches of the service as he may desire, upon filing the proper applications therefor, and his name will be entered on each of the registers of eligibles secured from the examinations in which he attains an eligible average, provided he requests the same in his application, except that no person shall at the same time be an applicant for or eligible from examination for more than one postal, customs, or internal revenue district, or for more than one position in such postal district; but an eligible for one postal, customs, or internal revenue district may be examined for another postal, customs, or internal revenue district upon filing with his application for such examination a written request for the cancellation of his present eligibility for a postal, customs, or internal revenue district, which eligibility will not be canceled, however, except upon his passing

said examination: Provided, That the restrictions of this regulation shall not apply in cases of examinations which are held only when eligibles are needed and for which, consequently, it is desirable that all persons possessing the necessary qualifications should compete.

Whenever a person whose name is upon more than one register is appointed from one of such registers, his eligibility on all registers expires upon such appointment. He may, however, upon his written request at any time within the period for which eligibility would run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period.

In any branch of the service except the post office an applicant may, if he so desires, upon filing one application and upon indicating it in his application, have his name entered upon the registers for all positions for entrance to which the same examination is given, provided he is physically qualified and within the proper age limitations. Applicants will not, however, be allowed to change the designations of the registers upon which they desire their names entered, as indicated in their applications, after the date set for the close of receipts of applications for any examination.

REGULATION X.

Re-examination.

A person who takes an examination for the classified service will not be allowed re-examination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, except upon special authority of the commission, to be granted when, in its opinion, equity or the needs of the service demand such action: Provided, That persons who pass or fail in any examination may, upon filing a new application, be re-examined at the corresponding examination held about one year later, though the full year may not have elapsed. In the event that they attain eligible averages in such re-examination, their names will be entered upon the register in the order of their grades, together with the other eligibles from the examination, and said entry will be treated as canceling their eligibility from the former examination. But in the event of their failing in the second examination, the eligibility from the previous examination shall continue.

Re-examinations other than those named above will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for re-examination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a re-examination.

REGULATION XI.

Delinquency or misconduct.

A person who has been separated from any branch of the service for delinquency or misconduct within one year next preceding the date of the examination selected is ineligible, and applications from such persons will be canceled. A person who fails to receive absolute appointment, after probation, to the grade for which he again applies, is ineligible for re-examination for one year from the expiration of his probationary service.

REGULATION XII.

Vouchers.

Vouchers Nos. 1, 2 and 3 must be executed by citizens of the United States who answer the following requirements:

They must each be at least 21 years of age,

Two must be legal and actual bodily residents of the state in which the applicant claims legal residence, and the third must be a legal resident of or actually engaged in business in the city or district in which the applicant desires appointment.

They must have known the applicant for at least six months.

Vouchers will not be accepted from the father, mother, sister, brother, son, daughter, husband, or wife of the applicant, and not more than one voucher will be accepted from a relative of a more remote degree of relationship.

Not more than one voucher signed by the same person will be accepted, but the physician who signs the statement or the officer who executes the jurat may also sign a voucher.

REGULATION XIII.

Medical certificates.

Every applicant for the position of clerk (male or female) or carrier in any classified post office and every male applicant for a position in the customs service must be examined by a physician, who must execute the medical certificate on Application Form 101.

Applicants for the position of male clerk and carrier in all post offices must be at least 5 feet 4 inches in height and 125 pounds in weight; otherwise their applications will be canceled. Female applicants are not required to be of any specified height and weight, but must furnish the medical certificate.

(The Post Office Department has advised the commission that it will be useless to examine applicants for the position of clerk (male and female) and carrier who are defective in the following named particulars, as such persons will not receive appointment by that department: Deaf mutes, hunchbacks, persons having defective hearing, sight or speech; persons totally blind or blind in one eye; one-armed, one-handed or one-legged persons, or those having crippled arms or legs, and those suffering from asthma, consumption or hernia.)

REGULATION XIV.

Disposal of applications.

All applications which are found to be correct in form will be immediately approved, and admission cards will be mailed to the applicants. All applications which show the applicants to be ineligible for the examinations which they seek either on account of age, height, weight, citizenship, delinquency, or misconduct while in the service or for other reasons, will be canceled and retained in the files of the board and the applicants notified of the cancellation and the reasons therefor. All applications which are defective in their execution, and can be corrected by the applicant, will be returned for correction, but an application which has been twice returned for correction and is still found to be incomplete will be canceled.

REGULATION XV.

Applications Part of Commission's Records.

Applications which have been approved or canceled, and all examination papers of competitors, form parts of the official records of the commission, and cannot, under any circumstances, be returned to the applicants or competitors.

Sec. 6.—DATES OF EXAMINATIONS.

Due notice of the time and of the place of examination will be given to each applicant whose application is approved and those who receive such notice should appear for exam-

ination at least thirty minutes before the hour set for the commencement of the examination (9 o'clock A. M.), and they should provide themselves with pen, penholder, pencil, eraser, and ink. The regular annual examinations for the post office and custom house services are held as follows:

Custom house service for the New York Custom House, first grade, second Monday in February; second grade, second Monday in May; third grade, second Monday in October. For all other custom houses, all grades, second Monday in July.

Post office service (first class offices), the first Wednesday and Saturday after the 15th of November.

All other classified post offices, only when eligibles are needed.

Except at the New York Custom House, applications for the annual customs and Post Office examinations must be filed with the local boards not later than June 22 and October 23, respectively; otherwise they will be approved for the next examination to be held. Applications should inquire of the secretary of the local board at the office where they desire examination, whether the examination will be held on Wednesday or Saturday, and whether a post office is of the first class or otherwise. In addition to the usual annual examination, extra examinations are held from time to time whenever the needs of the service demand them, but are never held simply for the convenience or benefit of individual applicants. No information as to when extra examinations will be held can be given; they will be announced by the local boards, and applicants will thus be given an opportunity to file applications. The details incident to the preparation for an examination require that a date be set on which the receipt of applications for a particular examination shall cease. Applicants should, therefore, inquire of the secretary of the local board of examiners when the receipt of applications will close for an extra examination in which they wish to compete, in order that their applications may be filed in due time. Failure to observe the requirements as to time of filing applications will prevent an applicant from being examined.

Sec. 7.—CITIES IN WHICH EXAMINATIONS ARE HELD.

Examinations for the Post Office and Custom House services can be taken only in the city or district in which employment is desired. The examination may be held in the Post Office building, or in such building as may be secured for the purpose by the board of examiners. In case of misunderstanding as to the location of the examination room, applicants should make inquiry at the post office or custom house, as the case may be.

For the convenience of applicants for custom house examinations there is given below a list showing, in the order of states, the headquarters of all customs districts, and also the name of each district. For post offices, examinations are held in all cities where free delivery service has been established.

Sec. 8.—RULES GOVERNING COMPETITORS.

The following is a copy of the printed instructions which are furnished at the time of the examination:

1. Copy your examination number from the upper right-hand corner of the declaration sheet which will be given you. Write the

number on your "preliminary sheet" for use on each sheet of the examination.

2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets. Competitors are held responsible for errors and omissions.

3. Note in the proper blank spaces the place and date of the examination, the examination number and the time of commencing and completing each examination sheet.

4. Unless otherwise stated you are not limited in time on any sheet, but gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

5. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

6. Read carefully the printed instructions on each sheet before commencing work thereon.

7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

8. An examination sheet spoiled by you cannot be exchanged for another of the same kind.

9. Perform all work on each examination sheet with ink.

10. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheets from the dictation of the examiner.

11. Use no blank paper except that furnished by the examiner in charge, and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the marking, but for destruction.

12. No help of any kind are allowed. Before the examination is commenced hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions to be taken from the examination room.

13. All conversation or communication between competitors during the examination is strictly prohibited.

14. Do not copy or attempt to copy from the work of any competitor, or permit any competitor to copy from your work or to read the examination sheets in your possession.

15. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

16. From one to three months may elapse before you are notified of your standing. No unnecessary delay will occur in marking your papers, and you are requested not to increase the labors of the Commission by making inquiries in regard to your standing, unless you have reason to believe that the notice to you has miscarried.

To Clerk and Carrier Competitors only.

17. In the clerk-carrier examination sheet 6 contains the seventh subject—Reading addresses. This sheet is not handled by the competitor. The exercise consists of the reading of twenty-five cards, on each of which is written a name and an address. As soon as convenient, during the day, each competitor will be taken aside for this exercise. If the reading is completed in one and one-half minutes, the competitor receives 100 for speed, a proportionate deduction being made for time consumed in excess of one and one-half minutes. If the reading consumes five minutes, the competitor receives only 60 for speed; and if the reading is not completed at the expiration of five minutes, the competitor will be stopped and a proportionate deduction be made from 60 for each card not read. Speed and accuracy have equal weight in determining the mark on the exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and read the second time, the second reading will be ignored, and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner.

Sec. 9.—SPECIMEN EXAMINATION QUESTIONS.

The questions are different at each examination, but the following are in subject and grade fair specimens. No other specimen questions can be furnished to applicants. The different subjects are weighed according to their relative importance in the examination. In determining the general average of a competitor, the average on each subject is multiplied by the number indicating the relative weight of the subject, and the sum of these products divided by the sum of the relative weights gives the general average. The following form shows the method of obtaining the general average, after the average on each subject has been determined. The figures in the column below headed "Averages" are assumed averages inserted to illustrate the method of obtaining the general average:

(a) Post Office Service.

CLERK-CARRIER EXAMINATION.

(Time allowed, 4½ hours.)

Subjects.	Averages.	weights.	by weights.	Product of averages Relative multiplied
First—Spelling (second grade).....	90	2	180	
Second—Arithmetic (second grade).....	80	2	160	
Third—Letter writing (second grade).....	75	2	150	
Fourth—Penmanship..	70	2	140	
Fifth—Copying from plain copy (second grade)	100	2	200	
Sixth—Geography of the United States (second grade).....	80	5	400	
Seventh—Reading addresses	90	5	450	
Total	..	20	1,680	
General average			84	

FIRST SUBJECT—Spelling.

The spelling is dictated by the examiner, and the words are written by the competitor in the blank spaces provided on the first sheet of the examination. The examiner pronounces each word and gives its definition; the competitor is required to write only the word, and not its definition. The following list of twenty words are given as a sample of

the kind of words which will be selected for the exercise in spelling: 1, Absence; 2, Officially; 3, Miscarried; 4, Admissible; 5, Building; 6, Cancellation; 7, Circular; 8, Commercial; 9, Decision; 10, Separate; 11, Committee; 12, Revenue; 13, Specific; 14, Parties; 15, Fraudulent; 16, Possession; 17, Disallowed; 18, Voucher; 19, Certify; 20, Merchandise.

SECOND SUBJECT—Arithmetic.

(N. B.—In solving problems the work should be not merely indicated but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.)

Question 1. This question is simply a test in addition and subtraction.

Question 2. Multiply 13 17-25 by 7.08, and divide the product by .96. (Solve by decimals).

Question 3. There are employed at a certain post office 5 clerks at \$600 per annum each, 6 at \$800 each, and 3 at \$900 each. What is the average monthly salary per clerk?

Question 4. If each clerk can distribute mail matter at the rate of 40 pieces per minute, each carrier at the rate of 25 pieces, and each stamper at the rate of 20 pieces, how long will it take 5 clerks, 8 carriers, and 10 stampers to distribute a mail containing 96,000 pieces?

Question 5. A carrier makes 4 trips a day, carrying 64 letters and 32 papers each trip. The letters average in weight ¼ ounce each, and the papers 2 ounces each. How many pounds of mail does he deliver in a day?

THIRD SUBJECT—Letter writing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In marking the letter, its errors in form and address, in spelling, capitals, punctuation, syntax, and style, and its adherence to the subject are considered. The competitor is required to write a letter on one of two subjects given.

FOURTH SUBJECT—Penmanship.

The mark on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the fifth subject—copying from plain copy.

FIFTH SUBJECT—Copying from plain copy.

In this exercise the competitor is required to copy seven or eight printed lines consisting of about 130 words. (See fifth subject, first-grade, custom-house examination).

SIXTH SUBJECT—Geography of the United States.

The questions in geography are confined to the United States, and relate to the location of states, prominent cities, etc.

SEVENTH SUBJECT—Reading Addresses.

This sheet is not handled by the competitor. The exercise consists of the reading of twenty-five cards, on each of which is written a name and an address. As soon as convenient during the day, each competitor will be taken aside for this exercise. If the reading is completed in 1½ minutes, the competitor receives 100 for speed, a proportionate deduction being made for time consumed in excess of 1½ minutes. If the reading consumes 5 minutes, the competitor receives only 60 for speed; and if the reading is not completed at the expiration of 5 minutes, the competitor will be stopped and a proportionate deduction will be made from 60 for each card not read. Speed and

accuracy have equal weight in determining the mark on the exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and read the second time, the second reading will be ignored, and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner. No sample cards can be furnished applicants.

(b) Custom House Service.

There are three grades of general examinations for this service, namely:

FIRST GRADE. (Time allowed, 5½ hours.)

Subjects.	Relative weights.
First—Spelling	10
Second—Arithmetic	25
Third—Letter writing	15
Fourth—Penmanship	15
Fifth—Copying from plain copy.....	10
Sixth—Copying from rough draft.....	10
Seventh—Geography	15
Total	100

SECOND GRADE. (Time allowed, 4 hours.)

Subjects.	Relative weights.
First—Spelling	24
Second—Arithmetic	20
Third—Letter writing	20
Fourth—Penmanship	20
Fifth—Copying from plain copy.....	20
Total	100

THIRD GRADE. (Time allowed, 3 hours.)

Subjects.	Relative weights.
First—Spelling	20
Second—Arithmetic	20
Third—Letter writing	20
Fourth—Penmanship	20
Fifth—Copying from plain copy.....	20
Total	100

The first-grade examination will be given to applicants for such deputy officer positions as may be subject to examination, and for clerk (male and female), and day inspector.

The second-grade examination will be given to applicants for the positions of assistant weigher, messenger, and sampler.

The third-grade examination will be given to applicants for the positions of watchmen, night inspector, opener and packer, inspectress, foreman, janitor, attendant, porter and classified laborer. Applicants for the grade of boatman will be rated only upon age, experience, and intelligence, character as a workman, and physical condition, except in positions in which educational qualifications are desired. In such cases the third-grade examination will be given in addition to the elements named.

First Grade Custom House Service Examination.

FIRST SUBJECT—Spelling.

Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination.

The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

SECOND SUBJECT—Arithmetic.

This subject will embrace problems in fundamental rules, fractions, percentage (interest and discount), and analysis.

(N. B.—In solving problems the processes should be not merely indicated, but all the

figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.)

Question 1. This question comprises a test in adding numbers across and finding the grand total. There are usually three columns of about twelve numbers each to be added. The arrangement of the columns is shown below, but only two numbers are placed in each column, being intended merely to explain the test:

3517	7169	4931	
6325	5145	676	
Grand total.....			

Question 2. Multiply 321.6555 by 819%; from the product subtract 16042.0918, and divide the remainder by 5.

Question 3. What is the value of 72 yards of goods weighing 2¼ pounds to the yard, composed of 5 parts of silk worth \$4 per pound, 3 parts of cotton worth \$0.48 per pound, and one part of worsted worth \$1.75 per pound?

Question 4. The total amount of duty on two invoices was \$409.50. The rate of duty on the first invoice was 25 per cent. and on the second 18 per cent. Had the rate of duty on the second been also 25 per cent. the total duty on the two invoices would have been \$490. What was the value of each invoice?

Question 5. At the rate of 15 cents per square yard and 30 per cent. ad valorem, what is the amount of duty on 38 pieces of drugget, each 24 yards long and 45 inches wide, costing 2-5 of a pound sterling per linear yard? (£=\$4.8665.)

THIRD SUBJECT—Letter Writing.

The competitor is required to write a letter on one of two subjects given.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In marking the letter, its errors in form and address, in spelling, capitals, punctuation, syntax and style, and its treatment of the subject are considered.

The competitor must avoid allusion to his political or religious opinions or affiliations. The letter must contain not less than 150 words, must be addressed to the "United States Civil Service Commission, Washington, D. C.," and must be dated at the place where the examination is held. The examination number, and not the name of the competitor, must be used for a signature to the letter.

FOURTH SUBJECT—Penmanship.

The mark on penmanship will be determined by legibility, rapidity, neatness and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise of the fifth subject—copying from plain copy.

FIFTH SUBJECT—Copying from plain Copy.

N. B.—Paragraph, spell, capitalize and punctuate precisely as in the copy. All omissions and mistakes are taken into consideration in marking this exercise.

Make an exact copy of the following:

SEC. 3. That whenever, in the judgment of the head of any Department, the duties assigned to a clerk of one class can be as well performed by a clerk of a lower class or by a female clerk, it shall be lawful for him to diminish the number of clerks of the higher grade and increase the number of clerks of the lower grade within the limit of the total appropriation for such

clerical service: Provided, That in making any such reduction of force in any of the Executive Departments the head of such Department shall retain those persons who may be equally qualified who have been honorably discharged from the military or naval service of the United States, and the widows and orphans of deceased soldiers and sailors. (19 Stats., 255.)

SIXTH SUBJECT—Copying from rough draft.

The competitor is required to make a fair copy, on a blank sheet, of a rough-draft manuscript, punctuating and capitalizing properly, writing in full all abbreviated words, and correcting errors in syntax and orthography.

SEVENTH SUBJECT—Geography.

This subject is given in the first-grade examination only.

The following are samples of questions which were used in this examination:

1. Name states as follows: Two that border on the Columbia River; two that border on both the Missouri and Mississippi rivers; two that border on both Virginia and the Ohio River; two that border on New Jersey; two that border on the Savannah River. 2. In what state is each of the following named: Penobscot Bay, Corpus Christi Bay, Puget Sound, Pearl River, Onelda Lake. 3. Name the largest city in each of the following named states, and name the river or body of water on which each city required is situated: Connecticut, Mississippi, Nebraska, Minnesota, Ohio. 4. In what state is each of the following named prominent cities located: Racine, Bangor, Allegheny, Charlotte, Cairo, Los Angeles, Shreveport, Fargo, Evansville, Ogdensburg. 5. In what foreign country, colony, or possession is each of the following named prominent cities: Bremen, Buenos Ayres, Yokohama, Cape Town, Havre, Melbourne, Adrianople, Ottawa, Tcheran, Panama.

Second and Third Grade Custom House Service Examinations.

The second grade examination is similar to that for the first grade, with these exceptions: Arithmetic embraces problems in the four fundamental rules, common and decimal fractions. The letter must contain not less than 125 words. Copying from rough draft and geography are omitted.

The third-grade examination is similar to that for the second grade, with these exceptions: In the spelling exercise the words are less difficult. Arithmetic embraces simple tests in addition, subtraction, multiplication, division and United States money. The letter must contain not less than 100 words.

Sec. 10.—METHOD OF MARKING EXAMINATION PAPERS.

The following method is observed in marking examination papers by the examining division of the Commission:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the Commission. When they are reached in the order of marking, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examinations to be marked. After the papers are marked in the first instance they

are redistributed, and the first marking is reviewed by other examiners. When all of the papers of an examination have been marked and reviewed, those of each competitor are then for the first time assembled or brought together, his general average is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until his papers have been marked and reviewed and his general average determined. As the charges for specific errors are all fixed by the rules for marking, and as each subject is marked by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy and uniformity are secured in the work.

Appeals from the markings are sometimes made by competitors, but the prospect of securing a higher average by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be marked at the same time, and no competitor's papers will be made special, or be marked in advance of others.

RULES FOR MARKING EXAMINATION PAPERS.

As soon as practicable after an examination the papers of the competitors shall be marked and the general average of each ascertained.

All examination papers shall be marked under the following rules:

Mark every correct answer.	100	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.
Mark every faulty answer according to its value on a scale of 100, as herein specifically directed and deduct the sum of the error marks of each answer from 100.		

Rules For Marking Spelling.

From 100 deduct:

- | | |
|--|---|
| (1) For each error in spelling when the exercise consists of 20 words | 5 |
| (2) For each error in capitalization | 1 |
| (3) For each failure to use the hyphen when required in a compound word | 2 |
| (4) For each wrong use of the hyphen | 2 |
| (5) For dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word..... | 2 |

Rules For Marking Arithmetic.

- | | |
|---|----------|
| (1) For wrong process, producing incorrect result in problems involving but one step or operation | 100 |
| (2) For the first wrong process in problems involving more than one step or operation, from 100 deduct 25 to 75, according to gravity of error: for each subsequent wrong process, according to gravity of error..... | 10 to 75 |

From 100 deduct:

- | | |
|---|----------|
| (3) For error of one or more places in pointing off decimals.... | 25 |
| (4) For each evasion of a decimal or common fraction test in copying from printed question or from work..... | 25 |
| (5) For each error in computation, provided that in solution where the possible maximum number of chargeable errors in computation is less than 10 a proportionate charge shall be made for each error | 10 |
| (6) For error in copying figures from printed question or from work, wrong result being obtained | 10 |
| (7) For error in copying figures from printed question or from work, wrong result being obtained | 5 |
| (8) For indicating wrong process, but performing correct process | 5 |
| (9) For incorrect or inconsistent punctuation .. | 5 to 10 |
| (10) For each improper use of the symbol or designation of or c. in connection with a decimal expression | 5 to 10 |
| (11) For each improper or incorrect designation of a partial or final result | 5 |
| (12) For failure to indicate the answer in problems by the letters "Ans.," or otherwise when the answer is obscured by improper arrangement | 5 |
| (13) For each failure to use the sign \$ or £, or any other monetary or commercial sign, or any sign by which the relations of quantities are expressed, when the use of such is required in the statement of a solution of a problem | 5 |
| (14) For errors in denomination number in quantity of one denomination contained in a unit of a higher denomination, or a failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error | 10 to 25 |
| (15) For fractions in answer not reduced to lowest terms | 5 to 10 |
| (16) For an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign | 5 to 10 |
| (17) If, when work or operation in full is required, the correct answer is given, but no work is shown, according to quantity of work required in solution | 25 to 75 |
| (18) If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to gravity of error | 5 to 35 |
| (19) For use of superfluous ciphers.. | 5 |

From 100 deduct:

- | | |
|---|----------|
| (20) For superfluous or irrelevant work not canceled | 10 |
| (21) For giving proof instead of solution, according to gravity of error | 10 to 75 |
| (22) For complex statement, process, or method, right result being produced | 10 |

Rules for Marking Penmanship.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50. Below the grade of "very poor," 50 to 10.

Rules for Marking Letter Writing.

In marking the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme:

Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

Rules for Marking Copying from Rough Draft.

From 100 deduct:

- | | |
|--|---|
| (1) For each error in orthography, provided that no charge shall be made for the repeated misspelling of the same word or stem in the same manner | 3 |
| (2) For each error in syntax, provided that no additional charge shall be made for changes necessarily resulting from a given method of correction or attempted correction | 3 |
| (3) For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning | 1 |
| (4) For each word omitted, inserted, or substituted involving a test or essential change of meaning (not more than 10 to be charged for the first ten words of each omission, and one for each word thereafter, and not more than 10 for the omission of each indicated insertion) | 3 |
| (5) For each word omitted, inserted, or substituted involving no test or essential change of meaning, and for each word repeated | 1 |
| (6) For each error in capitalization, punctuation, indentation, paragraphing, or in division of words | 1 |
| (7) For each error in transposition of inclosures | 5 |

	From 100 deduct:
(8) For each error in transposition of words or groups of words, provided that for a transposition of two words which improves the sentence and involves no test no charge shall be made..	3
(9) For each abbreviation	1 to 2
(10) For each failure to use hyphen when required, or for each wrong use of the hyphen..	1
(11) For irregularity in left hand margin	1 to 3
(12) For each word interlined or canceled (charge not to exceed 5 for any one interlineation or cancellation), for each blot, and each alteration if not neat.....	5
(13) For pen rests, according to gravity of error, only one charge to be made	1 to 2
(14) For stenographic periods (as x), only one charge to be made.	1
(15) For signing name.....	5

Rules for Marking Geography.

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of states, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of states, countries, etc., required shall be the credit to be given for each state, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of states, countries, etc., shall be added to the number required by the question, and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each state, country, etc., correctly named.

Rules for Marking Writing from Plain Copy.

	From 100 deduct:
(1) For each error in orthography	5
(2) For each word or figure omitted, repeated, or improperly inserted: Provided, That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, but not to exceed one and one-half printed lines; that a deduction of 20 shall be made for two printed lines or more than one-half lines; and that a proportionate deduction shall be made for a greater number of printed lines: Provided further, That if the copying exercise shall consist of less than five printed lines the charge for the omission of one or more printed lines shall be double.....	5
(3) For each word inserted or added	5
(4) For each word or figure substituted	5
(5) For each transposition.....	5

	From 100 deduct:
(6) For each abbreviation not in the copy	5
(7) For each failure to capitalize according to copy.....	5
(8) For each failure to punctuate according to copy.....	5
(9) For each failure to paragraph according to copy.....	5
(10) For irregularity in left hand margin	5
(11) For misdivision of a word at the end of a line.....	1
(12) For each omission or improper use of the hyphen in dividing a word at the end of a line.	1
(13) For failure to indent as in copy (only one charge to be made in the exercise).....	5
(14) For each variation from the printed copy in the use of parentheses, brackets, or the hyphen	5
(15) For each word altered, interlined, or canceled; for each blot, and for each minor erasure, if not neat: Provided, That not more than 5 shall be charged for one interlineation or cancellation or for blots.....	1
(16) For failure to indicate, or for improperly indicating, italics, small caps, etc.....	5
(17) For pen rests, only one charge to be made in the exercise..	5
(18) For using stenographic period (thus, X), only one charge to be made in the exercise..	5
(19) For signing name.....	5
(20) For misplacement, want of neatness, etc.	3 to 5

Rules for Marking the Reading of Addresses.

(Post Office Service.)

Two marks are given for this subject—one for accuracy, the other for speed. The sum of the marks for accuracy and speed, divided by 2, gives the average for the subject.

A charge of 2 will be made for each error, not exceeding two errors for each card, on the cards which are read within the five minutes allowed for the exercise, and a charge of 4 will be made for each address not read within the five minutes (if there be any such). Subtract the sum of these errors thus found from 100 and the result will be the mark for accuracy.

To ascertain the mark on speed the following table should be used. The first column indicates the number of minutes and seconds consumed in reading the addresses and the second column the mark for speed:

Time consumed. M.S.	Speed mark. Per ct.	Time consumed. M.S.	Speed mark. Per ct.
1:30.....	100	3:25.....	79
1:40.....	99	3:30.....	78
1:50.....	98	3:35.....	77
1:55.....	97	3:40.....	76
2:00.....	96	3:45.....	75
2:05.....	95	3:50.....	74
2:10.....	94	3:55.....	73
2:15.....	93	4:00.....	72
2:20.....	92	4:05.....	71
2:25.....	91	4:10.....	70
2:30.....	90	4:15.....	69
2:35.....	89	4:20.....	68
2:40.....	88	4:25.....	67
2:45.....	87	4:30.....	66
2:50.....	86	4:35.....	65
2:55.....	85	4:40.....	64
3:00.....	84	4:45.....	63
3:05.....	83	4:50.....	62
3:10.....	82	4:55.....	61
3:15.....	81	5:00.....	60
3:20.....	80		

The above table shows the mark for minutes and fractions of minutes when the competitor reads all the addresses in five

minutes or less. If all the addresses are not read within five minutes, the marks will be as follows for the number of cards read:

Cards read.	Speed mark. Per ct.	Cards read.	Speed mark. Per ct.
24.....	58	12.....	20
23.....	55	11.....	26
22.....	53	10.....	24
21.....	50	9.....	22
20.....	48	8.....	19
19.....	46	7.....	17
18.....	43	6.....	14
17.....	41	5.....	12
16.....	38	4.....	10
15.....	36	3.....	7
14.....	34	2.....	5
13.....	31	1.....	2

If a competitor is allowed to consume more than five minutes in the reading of the cards, the number of cards considered as read within the prescribed limit will be such proportion of the number of cards actually read as five minutes are to the total number of minutes consumed, and the cards in excess of such number will be treated as if not read.

Sec. 11.—CERTIFICATIONS AND APPOINTMENTS.

The relative standing of persons on any particular register may be changed by the addition of names of persons with higher standings. The grade obtained, and not the date of the examination, determines the position a name will occupy upon a register. Until requested to certify names for filling a vacancy, no information can be given in regard to any vacancy which may exist in any branch of the service. The civil service rules require that when there is a vacancy to be filled the commission, or the proper civil service board as the case may be, shall certify from the proper register the names of the three persons having the highest general average on that register, and from among these three names a selection shall be made to fill the vacancy. It is not possible to estimate the prospects of an eligible for appointment, and attempts to predict when names might be reached for certification would be certain to result in disappointment. The conditions of appointment in the various branches of the service are such that nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. As the highest possible mark is 100 and the lowest that gives eligibility is 70, except as provided for in section 3 (a), it follows that the nearer a mark is to 100 the more likely it is that the person may be reached for certification within the period of eligibility. There are usually on the registers more names of persons having ordinary qualifications than are required for appointment. Under the civil service rules the appointing officers are the final judges of the qualifications of the persons selected for appointment, and with the proper exercise of their discretion in selecting from among those certified the commission cannot interfere. The period of eligibility on all registers is one year from the date of entering the name upon the register, which takes place after the completion of the marking of the papers, and usually but a few days subsequent to the date of the notice of eligibility. An eligible who declines an appointment tendered will not be certified again unless such eligible shall request the benefit of the remaining certifications which the rules allow, stating reasons, which must be satisfactory to the commission, for declining the appointment. All examination papers of the same kind are marked simultaneously, and the papers of no

competitor will be marked out of order or be made special.

Every appointment is made for a probationary period of six months, at the full salary attached to the position, at the end of which time, if the conduct and capacity of the person appointed be satisfactory to the appointing officer, his retention in the service is equivalent to absolute appointment.

Sec. 12.—REMOVALS.

The following sections of Rule II relate to removals:

Sec. 1. Any person in the executive civil service of the United States who shall willfully violate any of the provisions of the civil service act or of these rules shall be dismissed from office.

Sec. 3. No person in the executive civil service shall dismiss, or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any other person therein because of his political or religious opinions or affiliations.

Sec. 6. In making removals or reductions, or in imposing punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereupon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

Sec. 8. No removal shall be made from the competitive classified service except for just cause and for reasons given in writing; and the person sought to be removed shall have notice and be furnished a copy of such reasons, and be allowed a reasonable time for personally answering the same in writing. Copy of such reasons, notice, and answer, and of the order of removal, shall be made a part of the records of the proper department or office; and the reasons for any change in rank or compensation within the competitive classified service shall also be made a part of the records of the proper department or office.

It is further provided by law (19 Stats., 169) that in making any reduction of force in the classified service those persons must be retained who, being equally qualified, have been honorably discharged from the military or the naval service of the United States, and the widows and minor children of such persons.

Sec. 13.—REINSTATEMENTS.

Under Rule IX there are six classes of persons who once having been separated from the service without delinquency or misconduct are eligible for reappointment without examination.

1. Any person who within one year next preceding the date of resignation has, through no delinquency or misconduct, been separated from a position included in the classified service on date of said requisition.

2. A person who has served in the military or naval service of the United States in the War of the Rebellion or the Spanish-American War, and was honorably discharged therefrom.

3. The widow of any such person as mentioned in paragraph 2.

4. Any army nurse of the above named wars.

5. Any person separated from the service by reason of the discontinuance of free delivery at a post office.

6. Any person who has been separated from the service by a reduction of force specifically required by law.

Sec. 14.—TRANSFERS.

One of the chief objects of the Civil Service act is to establish a system of free, open, competitive examinations. The latitude given to transfers is in a large degree directly opposed to and is an exception to the general purpose and intent of the act. No specific authority for transfers is found in the Civil Service act itself, and they are allowed only as necessary exceptions to competition. The first civil service rules contained no provision for transfer. It was not until December 5, 1884, that a rule was made allowing them, and it was narrowly limited to the departments at Washington. It required service of one year or more immediately previous, and transfer was permitted only when the needs of the service required it. The rule also required an examination unless the person had already passed an examination. The fact that the person had been in the service was not accepted as a substitute for examination. This based the granting of transfers upon public interests, and made the Commission the judge whether the circumstances were such as to justify an exception to be made. On November 27, 1885, the time limit of service preceding transfer was reduced to six months, and it was required that that service should be immediately previous to the transfer. Increasing latitude was given to the rules until May 6, 1896, when transfers were permitted only along the same line of work as from a bureau of the Treasury Department, in which business relating to the customs was transacted, to a classified customs district, and vice versa; from a post office to the Post Office Department, etc. Examination was, however, dispensed with, unless the person was to go to a position requiring a different or higher examination. The provision of the rules of May 6, 1896, is restored by the recent amendment.

The regulations impose such restrictions as will confine transfers, as far as practicable, within the fundamental provision of the act—that is, that they should be warranted by the conditions of good administration. While it is true that nearly all transfers are made primarily for the convenience of the persons transferred, and upon the solicitation of themselves or their friends, and with but little or no direct regard for the public interest, still it is recognized that, with proper safeguards to prevent direct injury to the service from this source, the practice of allowing transfers is wise and warranted by the conditions of good administration, since, in theory at least, it affords opportunity for mobility and elasticity in administration and enables the Government to make use of its servants in the positions in which experience demonstrates their greatest usefulness lies.

Apportionment.

One of the chief things to be safeguarded is the apportionment. The recent amendment to the rules makes the Commission the judge

whether the apportionment may be waived. The interests of good administration can very seldom require, though they may sometimes permit, a transfer unless the employee is possessed of some unusual or highly technical knowledge, ability, or skill which is required for the most efficient performance of the duties of the position to which he is to be transferred, and which it would be difficult or impossible to obtain through the ordinary means provided for filling such positions. To such transfers the provisions in relation to apportionment would seldom interpose any obstacle, inasmuch as persons possessing qualifications thus unusually desirable are more often to be found in the apportioned than in the unapportioned service. The larger number of requests for transfer calling for a waiver of the apportionment appear to be based upon an exaggeration of the necessities of the case, or, yielding to pressure, rather than a just regard for the requirement of apportionment. In most of these cases the interests of the service would have been better subserved if the apportionment had been adhered to. Great injustice has been done to the remoter states in these transfers.

Same Line of Work.

A second consideration is the restriction of transfers to the same line of work. Many persons have been transferred to positions for which there was nothing in their previous service showing qualification. These transfers from alien and inferior grades have broken down the promotion regulations and are contrary to the theory that persons should rise in the service along certain broad lines of demonstrated training and fitness. The history of the rules shows that from the beginning the Commission has been of the view that a transfer should only be permitted along the natural lines of the evolution of the work of the branch of the service in which the person is engaged, or along the line of his trade or profession. Such a restriction may be a hardship to individuals, but on the whole it is in the interests of wise policy and absolutely necessary to the preservation of a just system of promotion and the reduction of the number of instances in which transfers are made purely for personal reasons, to the inconvenience of the service.

It must be remembered also that a large proportion of positions in the service require long training for the full performance of the work incident to them. A free system of transfers produces a constant dissipation of energy in the loss of this training in one position and the acquirement of different training in another. The benefit of the previous training is largely lost where the person is transferred to a different class of work but where the person rises in the same class of work the training previously received continues to be of value to the service. This theory of promotion and transfer has regard to the conservation and use of this training. This does not mean that a man is debarred from entering a part of the service where a different class of work is performed, but merely that in order to do so he shall show his fitness in open competition for it. It is necessary to guard, by rules, against the tendency toward making a privileged class of those already in the service and defeating the just claims of persons of superior qualifications seeking original entrance.

State of New York Civil Service.

Rules for State and County Service, as Amended to July 1, 1902.

Definition of Terms.

RULE I.

The several terms hereinafter mentioned, whenever used in these rules or in any regulations thereunder, shall be construed as follows:

1. Chapter 370 of the Laws of 1899 shall be known as "The Civil Service Law."

2. The term "commission" or "state commission" means the state civil service commission.

3. The term "municipal commission" means the municipal civil service commission of a city.

4. The "civil service" of the State of New York or any of its civil divisions or cities includes all offices and positions of trust or employment in the service of the state or of such civil division or city, except such offices and positions in the militia and the military departments as are or may be created under the provisions of article XI of the constitution.

5. The "state service" shall include all such offices and positions in the service of the state, or of any of its civil divisions, except a city.

6. The "city service" shall include such positions in the service of any city.

7. The term "appointing officer" signifies the officer, commission, board or body having the power of appointment to subordinate positions in any office, court, department, commission, board or institution.

8. The term "class" refers to the divisions of the classified civil service based upon the distinctive methods of appointment to the positions comprehended therein.

9. The term "group" refers to the divisions in a class based upon the character of the duties of the positions, without regard to the salaries received.

10. The term "subdivision" refers to the divisions of positions in a group more specially arranged according to details for the purpose of examinations, identical in whole or in part.

11. The term "grade" refers to the divisions

of any group or subdivision upon the basis of salary or compensation received.

12. The word "compensation" shall be construed as the annual salary of the position or its equivalent when stated by the day, week or month, and shall include proper commutation for lodgings and board, or either, when the same are furnished free as a part of such compensation, and such rate of commutation shall be fixed by regulation of the commission.

13. The term "veterans" refers to honorably discharged soldiers and sailors from the army and navy of the United States, in the late civil war, who are citizens and residents of this state.

14. The terms "laborer" and "unskilled laborer" are used synonymously and shall be construed as applying only to persons employed as ordinary laborers, and shall not include mechanics, artisans, tradesmen and other skilled laborers, and no person shall be deemed a "laborer" who receives a compensation greater than two dollars for each day of actual service or sixty dollars per month, unless facts relating to the work done by such person are presented to the commission showing that such work is that of an ordinary unskilled laborer. (As amended April 18, 1902.)

15. The masculine pronoun "he" and its derivatives shall include the feminine pronoun "she" and its derivatives.

16. Whenever in these rules there is a direction that the commission shall report any matter to the legislature it shall be construed as referring to the next ensuing annual report of the commission to the legislature, as required by law.

GENERAL PROVISIONS.

RULE II.

1. The violation of any of the provisions of the civil service law or of these rules by any person in the civil service of the state or of any civil division or city thereof shall be considered a good cause for the dismissal of such person from the service.

2. No person in the civil service of the state or of any civil division or city thereof shall use his official authority or influence

to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of, any person in such service, because of his political opinions or affiliations.

3. No question in any examination, or form of application or other proceeding by or under the state commission or any municipal commission or their examiners shall be so framed as to elicit information concerning, nor any other attempt be made to ascertain the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the commission and its examiners. And no discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible, because of his political opinions or affiliations.

4. No recommendation of an applicant, competitor or eligible involving any disclosure of his political opinions or affiliations shall be received, filed or considered by the commission, by an examining board, or by any nominating or appointing officer.

5. No appointment or selection to or removal from an office or employment within the scope of any rules established under the civil service law shall be in any manner affected or influenced by any political opinions or affiliations.

6. No person in the civil service of the state or of any civil division or city thereof shall be obliged to contribute to any political fund or to render any political service; nor shall any such person, directly or indirectly, use his authority or official influence to compel or induce any other person in such service to pay or promise to pay any political assessment, subscription or contribution.

7. In making removals or reductions, or in imposing penalties for delinquency or misconduct, in the state service or city service penalties like in character shall be imposed for like offenses and action thereon shall be taken irrespective of the political opinions or affiliations of the offenders.

CLASSIFICATION OF THE STATE SERVICE.

RULE III.

1. The civil service of the state and of each of its civil divisions shall be divided into the unclassified service and the classified service.

2. The unclassified service shall comprise all elective offices; all offices filled by election or appointment by the legislature on joint ballot; all persons appointed by name in any statute; all legislative officers and employees; all offices filled by appointment by the governor, either upon or without confirmation by the senate, except officers and employees in the executive offices; all election officers; the head or heads of any department of the government; and persons employed in or who seek to enter the public service as superintendents, principals or teachers in a public school or academy or in a state normal school or college.

3. The classified service shall comprise all positions not included in the unclassified service and shall be arranged in three classes; the exempt class, the competitive class and the non-competitive class.

4. The classification by or under these rules in the competitive class of any position previously exempt from examination or subject to non-competitive examination shall not be deemed to confer upon the persons holding such position at the time of such change in classification any right or privilege of transfer or promotion to a position in the competitive class under these rules, except as permitted by sections 13 and 15 of the civil service law. (As amended April 18, 1902.)

5. If at the time of promulgation of these rules there are in any office, department or institution more persons holding any position classified hereby in the exempt class than the number specified in such class by these rules, no further appointments shall be made under such exemption until the number of such persons in the service in said position shall have fallen below the number so specified.

APPOINTMENTS TO AND EMPLOYMENT IN THE CLASSIFIED SERVICE.

RULE IV.

1. In pursuance of the provisions of section 9 of article V of the Constitution and of the civil service law there shall be provided, to ascertain merit and fitness for admission to the classified service, examinations to be made under the general direction of the commission.

2. No person shall be appointed to or employed in any position in the classified service of the state or of any city or political division thereof for which rules have been prescribed pursuant to the provisions of the civil service law until he has passed an examination, or is shown to be especially exempted from such examination, in accordance with such rules and the provisions of the civil service law.

3. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to or assigned to perform the duties of any position subject to competitive examination, unless he shall have previously passed an open competitive examination equivalent to that required for such position, or unless he shall have served with fidelity in a similar position for at

least three years. (As amended April 18, 1902.)

4. Appointments to positions in the state service the duties of which are confined to a locality outside of Albany county, shall, so far as practicable, be made from residents of the judicial district including such locality.

5. Appointments to positions in the service of any county to which the provisions of these rules apply shall be made from residents of such county. (Added June 16, 1900; amended April 18, 1902.)

The Exempt Class.

RULE V.

The following positions shall be included in the exempt class:

1. The deputies of principal executive officers authorized by law to act generally for and in place of their principals.

2. One secretary of each officer, board and commission authorized by law to appoint a secretary.

3. One clerk and one deputy clerk, if authorized by law, of each court, and one clerk of each elective judicial officer.

4. All unskilled laborers and such skilled laborers as are not included in the competitive class or the non-competitive class.

5. All such other subordinate positions as the commission may deem it impracticable to fill by competitive or non-competitive examinations.

No office or position shall be deemed to be in the exempt class unless it is specifically named in this rule, nor shall more than one appointment be made to or under the title of any such office or position, unless a different number is specifically mentioned in this rule, or unless the salary of such office or position is paid wholly from the salary or official emoluments of the head of the office, no part of which is to be returned or accounted for as public funds. (As amended February 5, 1901.)

POSITIONS IN THE EXEMPT CLASS State Service.

In the office of the Governor:

The secretary to the governor; the military secretary; the pardon clerk; the appointment clerk; the deputy appointment clerk (classified January 26, 1900); three stenographers (as amended February 5, 1901); the governor's special messenger; counsel.

In the office of the Secretary of State:

The deputy; the chief clerk; the stenographer to the secretary; the cashier and bookkeeper.

In the office of the Controller:

The deputy; the confidential clerk; the stenographer to the controller; the confidential stenographer to the deputy controller (classified April 18, 1902); the stenographer to the corporation tax commissioner, New York City (classified November 28, 1899); two corporation tax commissioners; four special corporation tax commissioners; eight court and trust fund examiners (classified October 28, 1899; amended October 29, 1901); two transfer tax experts (classified October 28, 1899); nineteen transfer tax appraisers (classified May 18, 1900; amended April 15, 1901, and January 3, 1902); the chief of the bureau of charitable institutions; one confidential inspector, bureau of charitable institutions (classified July 6, 1901); one supervisor of buildings and repairs in the bureau of charitable institutions (classified October 28, 1899);

the state prison lands agent; the custodian of the Saratoga battle monument; the custodian of the Lake George battle ground, being the New York State Historical Society (classified December 4, 1900).

In the office of the Treasurer:

The deputy; the chief clerk; the cashier; the assistant cashier; one confidential clerk (as amended March 22, 1901.)

In the office of the Attorney General:

Twelve deputies (as amended October 23, 1899; February 7, 1900); two confidential clerks (as amended December 4, 1900); the stenographer to the attorney general; the clerk bureau of taxation of corporate franchises (classified July 31, 1900); the stenographer to the deputy assigned as counsel to superintendent of elections (classified July 31, 1900); the special messenger.

In the office of the State Engineer and Surveyor:

The deputy; three division engineers; one financial clerk for each of the division engineers; one recording clerk, acting as confidential clerk (as amended September 24, 1900); the stenographer to the state engineer.

In the office of the State Architect:

One private secretary (classified March 22, 1901).

In the Insurance Department:

Three deputy superintendents; four appraisers (classified October 28, 1899); the cashier; the confidential clerk; the stenographer to the superintendent; the stenographer to the first deputy superintendent; the confidential stenographer to the second deputy superintendent (classified January 3, 1902).

In the Banking Department:

The deputy superintendent; the confidential clerk; the stenographer to the superintendent; three confidential examiners (classified October 12, 1900).

In the Department of Public Instruction:

The deputy superintendent; the supervisor of institutes; five conductors of institutes; four institute instructors (as amended October 29, 1901); the confidential clerk; the inspector of normal schools.

In each state prison:

The agent and warden; all chaplains.

In the prison department:

The electrician and his assistant for the purpose of electrocution; one confidential clerk or messenger (classified September 24, 1900); four parole officers (classified October 29, 1901).

In the Court of Appeals:

All positions in the court of appeals, including all places to which appointments are made by the clerk of the court of appeals (classified January 13, 1900).

In the office of the state reporter for the Court of Appeals:

One assistant state reporter (classified June 16, 1900).

In the office of the Railroad Commission:

The secretary; the inspector; the examiner.

In the office of the Prison Commission:

The secretary.

In the Department of Excise:

The deputy and six special deputy commissioners (as amended June 16, 1900); second deputy commissioners (classified June 16, 1902); one detective (classified

September 10, 1901); the secretary to the commissioner; the financial clerk; the cashier in the office of the special deputy commissioner at Brooklyn, New York and Long Island City (as amended February 7, 1900, and December 31, 1901); the assistant cashier in the office of the special deputy commissioner at New York; the confidential clerk in the office of the special deputy commissioner at Buffalo (classified December 31, 1901); eight attorneys (as amended July 6, 1901, June 4, 1902); one watchman in the New York office of the department, employed for a period of thirty days, beginning April 10, 1902, and ending May 9, 1902 (classified March 2, 1901; amended March 27, 1902).

In the Department of Public Works:

The deputy superintendent; three assistant superintendents; the superintendent of repairs for each section; the disbursing clerk to each section superintendent; the private secretary; the financial clerk; the general inspector.

In the office of the State Board of Charities:
The secretary.

In the office of the Regents of the University:
The secretary; the director of examinations; the honorary university examiners; the medical examiners.

In the Department of Public Buildings:

The superintendent; the deputy superintendent; the paymaster, the custodian of the senate committee rooms; the custodian of assembly property (classified July 10, 1900).

In the office of the State Commission in Lunacy:

The secretary.

In each state hospital and charitable institutions:

All chaplains; the attorney for each state hospital; the treasurer for each state charitable institution (as amended April 18, 1902).

In the Department of Health:

The secretary; the medical expert on contagious diseases; director of the cancer laboratory (classified July 6, 1901).

In the Department of Labor:

First deputy commissioner, second deputy commissioner, one mediator of industrial disputes, one confidential clerk (all classified March 22, 1901).

In the office of the Forest, Fish and Game Commission:

The assistant secretary; one chief fire warden; one special agent for the detection of frauds (classified June 16, 1900); one superintendent of shell fisheries (classified June 11, 1901).

In the office of the Commissioner of Agriculture:

One assistant commissioner; one conductor of farmers' institutes (classified January 13, 1900); one detective (classified June 4, 1902).

In the office of the Board of Tax Commissioners:

The secretary; two expert examiners of special franchises (classified October 23, 1899); one confidential appraiser (classified March 21, 1900); six confidential special agents (classified March 21, 1900).

In the office of the Commissioners of the State Reservation at Niagara:

The secretary and treasurer; one police superintendent (classified November 18, 1901).

In the Agricultural Experiment Station at Geneva:

The director.

In the New York State Reformatory at Elmira:

The general superintendent (classified February 5, 1901); all chaplains, the resident physician (classified March 21, 1900); one parole agent (classified October 29, 1901).

In the House of Refuge at Hudson:

The superintendent (classified January 13, 1900).

In the Industrial School at Rochester:

All chaplains.

In the office of the Superintendent of the Onondaga Salt Springs:

The deputy superintendent.

In the office of the Quarantine Commission:

The secretary; all officers and other persons employed upon boats and tugs or in the quarantine stations.

In the office of the Health Officer of the Port of New York:

Two deputies; six disinfectors.

In the office of the Board of Port Wardens:

The secretary; the collector.

In the office of the State Inspector of Gas Meters:

Four deputies.

In the Soldiers' and Sailors' Home at Bath:
The Commandant (classified February 7, 1900).

In the office of the South Carolina Interstate and West Indian Exposition Commissioners:

One assistant secretary (classified December 26, 1901).

In the office of the State Fair Commission:

The general manager; the superintendent of grounds and buildings; the secretary; the assistant secretary; the treasurer; the superintendent of racing department (classified May 18, 1900); secretary of the horse show, manager of the cattle, sheep and swine department (classified August 31, 1901).

In the office of the Racing Commission:

The Secretary, the counsel (classified January 13, 1900).

In the office of the Commissioners of the Land Office:

Three appraisers (as amended January 17, 1900).

In each Normal School:

The clerk to the principal.

In the Woman's Relief Corps Home at Oxford:

All positions the appointees to which are certified to the commission to be veterans, their wives or widows, army nurses residents of New York, or members in good standing of the Woman's Relief Corps.

In the office of the State Superintendent of Elections:

The chief deputy; the clerk; the stenographer; the deputies not exceeding the number fixed by law.

In the office of the Water Storage Commission:

The secretary (classified June 16, 1902).

In the New York State Hospital for the Care of Crippled and Deformed Children:

Two assistant surgeons, receiving no compensation, one house surgeon, receiving for additional services as steward, compensation not to exceed \$300 per annum (classified November 14, 1900; amended December 4, 1900).

In the Courts:

One clerk, and one deputy clerk if authorized by law, of each court; one clerk, stenographer, attendant or other assistant to each elective judicial officer.

In the Supreme Court, Kings County:

One chief attendant (classified January 13, 1900).

In the Supreme Court, Appellate Division, First Department:

One court attendant to be appointed by Justice Laughlin (classified April 15, 1901).

In the Supreme Court, Appellate Division, Second Department:

One confidential attendant (classified June 4, 1902).

In the Appellate Division Court House, New York City:

One custodian (classified May 18, 1900); one telephone operator (classified July 10, 1900); one chief engineer (classified November 14, 1900).

In the Supreme Court, Appellate Division, Third Department:

The confidential attendant (classified May 24, 1900).

The Superintendent of Weights and Measures:

In all offices, departments and institutions: All unskilled laborers, and such skilled laborers are not included in the competitive class or the non-competitive class, which are to be specially designated in the regulations prescribed by the commission.

Local health officers whose compensation does not exceed three hundred dollars per annum, provided that persons appointed shall be practicing physicians of not less than five years' reputable standing and whose nomination or selection is approved by the state commissioner of health and so certified to the commission.

County Service.

(Classified June 16, 1900.)

In all offices, departments and institutions:

All subordinates who are paid wholly from the salary or official emoluments of the head of the office, no part of which is to be returned or accounted for as public funds.

All unskilled laborers, and such skilled laborers as are not included in the competitive class or the non-competitive class, which are to be specially designated in the regulations prescribed by the Commission.

In the office of the District Attorney:

All positions of assistant district attorney or deputy assistant district attorney, which are filled by persons duly and regularly admitted as attorneys and counselors-at-law in the State of New York.

ERIE COUNTY.

In the office of the Board of Supervisors:

The clerk to the board; one attorney; one sergeant-at-arms; one messenger; one burial agent for deceased soldiers; four agents for destitute children (classified February 12, 1901).

In the office of the County Judge:

One stenographer (ex-officio clerk to the judge).

In the office of the Surrogate:

The clerk of the court.

In the office of the District Attorney:

Three assistant district attorneys, first deputy assistant district attorney, second deputy district attorney, two stenographers (as amended July 31, 1900); March 22, 1901; May 20, 1901; March 4, 1902).

In the office of the County Clerk:

One deputy; six special deputies appointed to attend upon terms of court, to wit: One for each of the three Trial Terms of the Supreme Court, one each for the Equity Term and the Special Term of the Supreme Court, and one for the County Court; one title searcher (in charge of searching division); one cashier; the election clerk; one secretary (classified February 12, 1901); one superintendent of records (classified March 20, 1902).

In the office of the Sheriff:

One under sheriff; one bookkeeper, acting as cashier; deputy sheriffs, not exceeding the number authorized by law; one stenographer, who is paid wholly from the salary or official emoluments of the sheriff, no part of which is to be returned or accounted for as public funds, (as amended December 15, 1900; August 3, 1901).

In the office of the County Treasurer:

One deputy; one cashier; one secretary (classified February 12, 1901).

In the office of the County Auditor:

One county auditor.

In the office of the Trustees for the City and County Hall:

One secretary

In the office of the Commissioner of Jurors:

One commissioner of jurors; one deputy.

In the office of the Superintendent of the Poor:

One deputy.

In the Erie County Almshouse:

One deputy keeper.

In the Erie County Penitentiary:

One deputy superintendent.

In the office of the Coroner:

One chaplain.

In the Erie County Morgue:

Three keepers (as amended April 18, 1902).

NEW YORK COUNTY.**In the office of the Surrogate:**

The chief clerk; the first law assistant to surrogate; the second law assistant to surrogate; the third law assistant to surrogate; the clerk of the court; one clerk to the surrogate; one clerk to the additional surrogate; one bookkeeper (classified February 27, 1902); one transfer tax assistant, one transfer tax clerk, one assistant transfer tax clerk (classified June 16, 1902).

In the office of the District Attorney:

Eight assistant district attorneys; twenty deputy assistant district attorneys (as amended November 14, 1900; March 4, 1902); one chief clerk; one stenographer to grand jury; one chief law stenographer; three law stenographers; one chief county detective officer; one deputy chief county detective officer; thirty county detective officers (classified August 13, 1901, amended March 4, 1902); one indictment clerk; one grand jury clerk; one private secretary, one librarian (classified March 4, 1902).

In the office of the County Clerk:

Three deputies (as amended April 3, 1902); one cashier; one assistant cashier (classified March 20, 1902); one confidential clerk (secretary); one chief index clerk, one chief searcher (classified February 27, 1902); one certificate clerk, one equity clerk, one law clerk, one chief docket clerk, one mechanics' lien clerk, one recording and index clerk (classified March 20, 1902); one notarial clerk (classified April 18, 1902); twenty-one deputies and

special deputies, appointed to attend upon terms of the courts, to wit: One for the Appellate Term of the Supreme Court, one for the Trial Term, Part I (who shall be also clerk of the Court of General Sessions), one each for the eleven Trial Terms, and one each for the eight special terms.

In the office of the Sheriff:

The under sheriff; the counsel; one warden; one cashier; one secretary; twelve deputy sheriffs (classified February 27, 1902); one confidential stenographer, one law clerk (classified June 4, 1902).

In the office of the Register:

The deputy register; one assistant deputy register (classified February 27, 1902); the chief clerk; the chief searcher and examiner (in charge of the searching department); one satisfaction clerk, one superintendent of indexing, one chief record clerk (classified March 4, 1902); one secretary (classified March 20, 1902); one cashier (classified April 18, 1902).

In the office of the Public Administrator:

The assistant public administrator; one agent.

KINGS COUNTY.**In the County Court:**

One deputy clerk; one clerk to each judge; one warden of the grand jury.

In the office of the Surrogate:

The clerk of the court; one clerk or stenographer to the surrogate; one assistant clerk, one transfer tax assistant, one accounting clerk, one administration clerk (classified March 4, 1902); one transfer tax clerk (classified June 16, 1902).

In the office of the District Attorney:

Six assistant district attorneys; one chief clerk; three stenographers.

In the office of the County Clerk:

One deputy as general clerk of the Supreme Court; one deputy as chief clerk of the County Court; one deputy county clerk, one assistant deputy county clerk, one secretary, the counsel (classified January 3, 1902); one bookkeeper (classified February 27, 1902); one equity clerk in charge of equity department, one docket clerk in charge of docket department, one index clerk in charge of indexing department, one document searcher in charge of searching department (classified March 27, 1902).

In the office of the Register:

One deputy register, one assistant deputy register, one secretary, the counsel (classified January 3, 1902); one bookkeeper, one satisfaction clerk, one chief current index clerk (classified March 4, 1902); chief clerk of records, chief clerk of copyists, chattel mortgage clerk, assistant chattel mortgage clerk, tickler clerk, entry clerk (classified May 16, 1902).

In the office of the Sheriff:

One under sheriff, eight deputy sheriffs, the counsel, one chief clerk, one secretary, one jail warden (classified January 3, 1902); equity clerk, assistant equity clerk, bookkeeper of jail, deputy warden of jail, assistant clerk (classified May 16, 1902).

In the office of the Commissioner of Records:

One deputy; one superintendent.

In the office of the Commissioner of Jurors:
One commissioner of jurors; one deputy commissioner of jurors, one secretary (classified May 16, 1902).

QUEENS COUNTY.**In the office of the Surrogate:**

The clerk of the Surrogate's Court; one clerk or stenographer to the surrogate.

In the office of the District Attorney:

One assistant district attorney; one chief clerk, the position to be filled by a person duly and regularly admitted as an attorney and counselor-at-law in the state of New York (classified May 20, 1901); one stenographer (classified June 4, 1902).

In the office of the County Clerk:

Fourteen subordinate officers and employees who are paid wholly from the salary or official emoluments of the county clerk, no part of which is to be returned or accounted for as public funds.

In the office of the Sheriff:

Five subordinate officers and employees who are paid wholly from the salary or official emoluments of the sheriff, no part of which is to be returned or accounted for as public funds; one warden and deputy sheriff (classified December 19, 1901).

In the office of the Commissioner of Jurors:

The assistant commissioner of jurors.

RICHMOND COUNTY.**In the office of the Surrogate:**

The clerk of the Surrogate's Court.

In the office of the District Attorney:

One stenographer.

In the office of the County Clerk:

Eight subordinate officers and employees who are paid wholly from the salary or official emoluments of the county clerk, no part of which is to be returned or accounted for as public funds.

In the office of the Sheriff:

Deputy sheriffs, who are paid wholly from the salary or official emoluments of the sheriff, no part of which is to be returned or accounted for as public funds.

In the office of the Commissioner of Jurors:

The assistant commissioner of jurors.

Appointments in the Exempt Class.**RULE VI.**

Appointments may be made to the exempt class without examination. Notification of such appointments shall be made forthwith to the Commission for entry upon the official roster and subsequent certification for payment of salaries.

The Competitive Class.**RULE VII.**

The competitive class shall include all positions now existing or hereafter created of whatever function, designation or compensation in each and every branch of the classified service, except such positions as are specifically designated in the exempt class or the non-competitive class, arranged in the following groups and subdivisions:

Groups Based upon the Character of the Service Rendered.

Group A. Clerks, which term shall include all positions, the duties of which are of a clerical character, and which are not otherwise specifically provided for herein.

Subdivision 1. Secretaries, chief clerks.

2. Clerks, recorders, registers, copyists.

3. Clerks with special educational requirements.

4. Bookkeepers, accountants.

5. Stenographers and typewriters.

6. Pages, office boys and girls.

Group B. Cashiers, which term shall include all positions, the duties of which are the actual receipts, custody or disbursement of money or the enforcement of the accountability for the same.

- Subdivision 1. Cashiers, tellers, paymasters, disbursing agents or clerks, financial clerks.
2. Auditors, comptrollers.

Group C. Custodians and messengers, which term shall include all positions, the duties of which are the charge of property or persons, or as attendants.

- Subdivision 1. Stewards who are not disbursing agents, superintendents of buildings.
2. Matrons.
3. Storekeepers.
4. Prison and reformatory keepers and guards.
5. Officers, attendants, nurses, etc., having care of inmates of institutions and hospitals.
6. Protectors of forest, fisheries and game.
7. Messengers, ushers, attendants, orderlies, marshals, criers, porters, watchmen in courts and offices.
8. Janitors.
9. Elevatormen.

Group D. Engineers, which term shall include all positions where qualifications of an engineering or cognate character are required.

- Subdivision 1. Civil engineers.
2. Levelers, surveyors, rodmen.
3. Chalmen.
4. Architects.
5. Architectural draftsmen.
6. Engineering draftsmen.
7. Chief engineers.
8. Electrical engineers, dynamo tenders, electricians.
9. Steam engineers, firemen, engine drivers.

Group E. Inspectors, which term shall include all positions, the duties of which are the inspection of materials or workmanship or the supervision of laborers.

- Subdivision 1. Superintendents of construction or repairs when not civil engineers or architects.
2. Inspectors of masonry, iron work and other materials and workmanship.
3. Electrical inspectors.
4. Overseers, foremen.

Group F. Special agents, which term shall include all positions requiring detective ability.

- Subdivision 1. Examiners for the banking department.
2. Examiners for the insurance department.
3. Examiners for the controller and other state officers.
4. Examiners for state boards and commissions.
5. Deputy factory inspectors.
6. Special excise agents.
7. Inspectors of milk, butter, cheese, vinegar, etc.

Group G. Law positions, which term shall include all positions requiring some legal knowledge.

- Subdivision 1. Law clerks, brief clerks, statutory revision clerks, clerks in other offices whose duties require some legal knowledge.
2. Corporation examiners and clerks.
3. Clerks of courts.

Group H. Medical positions, which term shall include all positions requiring medical or pharmaceutical knowledge.

- Subdivision 1. Superintendents of asylums and hospitals, who are necessarily physicians.
2. Physicians, surgeons.
3. Medical examiners.
4. Medical internes.
5. Pathologists.
6. Health officers.
7. Sanitary experts and inspectors.
8. Pharmacists, apothecaries.
9. Veterinarians.

Group I. Mathematicians, which term shall include all positions requiring special mathematical qualifications.

- Subdivision 1. Actuaries, statisticians, computers.
2. Expert accountants.

Group J. Scientists, which term shall include all positions requiring special scientific knowledge.

- Subdivision 1. Geologists.
2. Paleontologists.
3. Botanists.
4. Entomologists.
5. Bacteriologists.
6. Chemists.

Group K. Agriculturists, which term shall include all positions requiring agricultural or horticultural knowledge, including arboriculture and the breeding and care of domestic animals.

- Subdivision 1. Agriculturists, farmers.
2. Horticulturists, gardeners, arboriculturists.

Group L. Instructors, which term shall include all positions, the duties of which are scholastic instruction or to educate or test the ability to instruct.

- Subdivision 1. Principals of schools.
2. Teachers in all branches, other than such as are otherwise specially provided for in this classification.
3. Examiners of educational and scholastic qualifications.

Group M. Mechanics and craftsmen, which term shall include all positions requiring special mechanical skill, or as tradesmen, not classed as laborers.

- Subdivision 1. Mechanics, craftsmen and tradesmen, whose duties shall be actual service as such.
2. Instructors in any handicraft or mechanical or other trade.

Group N. Miscellaneous positions, which term shall include all positions requiring expert or other qualifications not embraced in the exempt or non-competitive classes, or in other groups in this class.

- Subdivision 1. Superintendents of institutions, who are not necessarily physicians or instructors.

Subdivision 2. Chief and assistant librarians.

3. Interpreters.
4. Proofreaders.
5. Superintendents of hatcheries.
6. Other positions, except those specifically named in this classification as in other groups or hereafter included in them.

1. The omission in the above classification of any official designation or appellation of a position in the service shall not exclude such position from the classification, as it will be comprised in the group and subdivision to which it belongs by the general definition and specifications of such group and subdivision.

2. The commission may further subdivide for the purposes of examination the positions in any group or subdivision thereof, so as to test practically the special qualifications requisite for such positions.

3. The classification of all positions shall be governed solely by the respective duties and functions of such positions, and in requesting from the commission certifications from eligible lists for selection for appointment, the heads of offices shall give in detail the duties attached to such positions, and shall name so near as may be the groups and subdivisions that comprise respectively such duties and functions.

4. For the purpose of orderly arrangement and of regulated promotion, the positions in each subdivision of each group shall be divided into grades based upon the rates of annual compensation.

Grades of employment fixed by law, or by regulation of any department, office or institution made in pursuance of law, shall be the grades for purposes of promotion under this rule. In the Supreme Court, county of Kings, positions shall be graded as follows:

Grade A. Court officers or court attendants, salaries from \$1,200 to \$1,800 per annum, inclusive.

Grade B. Clerks and assistant clerks, salaries from \$2,500 to \$4,000 per annum.

Grade C. Court interpreters, salaries \$1,500 to \$2,500 per annum.

Grade D. Court stenographers, salaries \$3,000 per annum.

Promotions from Grade A to Grade B will be allowed upon competitive examination. (As amended January 13, 1900.)

In all other cases positions shall be graded as follows:

Grade 1. All positions the compensation of which is at the rate of not more than \$360 per annum.

Grade 2. All positions, the compensation of which is at the rate of more than \$360, but not more than \$480 per annum.

Grade 3. All positions, the compensation of which is at the rate of more than \$480, but not more than \$600 per annum.

Grade 4. All positions, the compensation of which is at the rate of more than \$600, but not more than \$720 per annum.

Grade 5. All positions, the compensation of which is at the rate of more than \$720, but not more than \$900 per annum.

Grade 6. All positions, the compensation of which is at the rate of more than \$900, but not more than \$1,200 per annum.

Grade 7. All positions, the compensation of which is at the rate of more than \$1,200, but not more than \$1,500 per annum.

Grade 8. All positions, the compensation of which is at the rate of more than \$1,500, but not more than \$1,800 per annum.

Grade 9. All positions, the compensation of which is at the rate of more than \$1,800, but not more than \$2,100 per annum.

Grade 10. All positions, the compensation of which is at the rate of more than \$2,100, but not more than \$2,400 per annum.

Grade 11. All positions, the compensation of which is at the rate of more than \$2,400, but not more than \$3,000 per annum.

Grade 12. All positions, the compensation of which is at the rate of more than \$3,000 per annum.

(As amended April 18, 1902.)

Appointments to Positions in the Competitive Class.

RULE VIII.

1. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under these rules by selection from the persons graded highest on the most nearly appropriate eligible list resulting from open competitive examination held by the commission, except as herein otherwise provided. (As amended May 8, 1900.)

2. Whenever an appointing officer shall request a certification from the commission for appointment to or employment in any position in the competitive class, he shall specify the title, duties and compensation of such position, so that certification may be made from the proper eligible list, or that when necessary a proper eligible list may be prepared as the result of an open competitive examination held for that purpose. The secretary shall thereupon as soon as practicable certify to the appointing officer for appointment, from the eligible list most nearly appropriate to such position, as it may then exist, the names of the three persons, if there be so many, standing highest on such eligible list, indicating such of them, if any, as are honorably discharged soldiers, sailors or marines from the army or navy of the United States in the late civil war, citizens and residents of this state, together with the average percentages and post-office addresses of such persons. If the appointing officer shall notify the commission of more than one vacancy at any time, the secretary shall certify to the appointing officer the names of as many persons as there are vacancies to be filled, with the addition of two names. No person shall be certified from an eligible list more than three times to the same appointing officer for the same or a similar position, except at the request of said officer, unless the person so certified is a veteran, in which case his name shall continue to be certified so long as it remains on the eligible list under these rules. Whenever the sex of those whose names are to be certified is fixed by any law, rule or regulation, or is specified in the request for certification, the names of those of the sex so fixed or specified shall be certified, but in other cases certification shall be made without regard to sex. When an eligible certified for appointment shall fail to accept an offer of appointment by mail within the four business days next succeeding the mailing of notice of appointment, or shall fail to ac-

cept an appointment within the same or next succeeding business day when notification is sent him by telegram, he shall be deemed to have declined the appointment, and upon proper notice of such fact from the appointing officer the secretary shall certify from the list an additional name or names to replace the names of persons so declining. An eligible who has declined an appointment shall not thereafter be certified for a position at the same or any less salary except upon his written request to the commission. Whenever one or more eligibles shall have declined any appointment offered and an eligible whose relative standing is lower shall have been appointed to the position, the salary or compensation of such appointee shall not be increased within a period of six months after his appointment beyond that offered to the persons so declining. (As amended May 8, 1900.)

3. From the persons whose names are so certified the officer shall make selection to fill the vacancy or vacancies, subject, however, to the provisions of the constitution giving preference in appointment to veterans. Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint a number smaller than that of the vacancies named by him, he shall not make selection from the whole number certified to him but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled. Whenever an eligible list from which certification is to be made contains only one name, such person shall be eligible for temporary appointment until additional eligibles can be certified after competitive examination, but may be appointed permanently in the discretion of the appointing officer. (As amended May 8, 1900.)

4. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class, and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the state commission for non-competitive examination, and if such nominee shall be certified by such commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue more than ten days after notice to the appointing officer that an eligible list has been prepared for such position, nor in any case for a longer period than two months.

5. In case of vacancy in any position in the competitive class, where peculiar and exceptional qualifications of a scientific, professional or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impracticable, and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, the commission may suspend the provisions of the rule requiring competition in such case, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported to the legislature, with the reasons for the same.

6. When the services to be rendered by an appointee in the state service are for a temporary period, not to exceed one month, and the need of such service is important and urgent, the appointing officer may select for such service any person on the proper list of those eligible for permanent appointment, without regard to his standing on such list.

7. No person shall be eligible to temporary appointment to any position in the competitive class if he has received a temporary or provisional appointment within the previous four months.

8. The acceptance by an eligible of a temporary appointment shall not affect his standing on the register for a permanent employment, nor shall the period of temporary service be counted as part of the probationary service, in case of subsequent appointment to a permanent position.

9. The commission may by special action except from examination under these rules any person engaged in private business who shall render any professional, scientific, technical or other expert service of an occasional and exceptional character to any state officer, and whose compensation in any one year shall not exceed \$300; provided, that such limitation of compensation shall not apply to any such person employed by the governor, controller or attorney general; and further provided, that the commission may suspend such limitation of compensation by special resolution in other cases. All exceptions granted under this section, with the reasons therefor, shall be set forth by the commission in its next annual report.

10. Whenever a vacancy exists in the competitive class, and there is no eligible list from which an appointment can be made thereto, and in an open competitive examination duly advertised there either are no applicants or none of the applicants appearing is found qualified, the head of the office may nominate a person to the commission for non-competitive examination, and if such nominee shall be certified by the commission as qualified, he may be appointed to fill such vacancy. In case there is a person serving in such a position under provisional examination, and no one applies to compete with him in an open competitive examination duly advertised, the provisional appointment of such person may be made permanent.

11. A person legally holding a position by appointment for a fixed term, may be retained without examination at the expiration of such term upon receiving a reappointment, but otherwise the position shall be deemed vacant for the purpose of choosing his successor. (Added November 14, 1900.)

Applications to Enter Examinations.

RULE IX.

1. No person shall be admitted to any examination for a position in the competitive class, until as provided by the civil service law, he shall have filed an application under oath upon a form prescribed by the commission and accompanied by such certificates as may be prescribed.

2. Every applicant for examination must be a citizen of the United States, and an actual resident of the State of New York at the time of his application, provided, that such requirements as to citizenship and residence may be specially suspended by the

commission as to any position requiring high professional, scientific or technical qualifications, or in cases where through low compensation for services such requirements are disadvantageous to the public interests, but all such cases, whether of individuals or groups, with the reasons therefor, shall be reported to the legislature.

3. No application for examination shall be accepted, unless the applicant is within the age limitations fixed by the commission for entrance to the position to which he seeks to be appointed.

4. The commission may refuse to examine an applicant, or after examination to certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the service for delinquency or misconduct; or who has intentionally made a false statement in any material fact, or practiced, or attempted to practice, any deception or fraud in his application or examination, or in securing his eligibility or appointment. Any of the foregoing disqualifications shall be good cause for the removal of an eligible from the service after his appointment.

5. In applications for examinations for positions requiring scientific, professional or technical qualifications, the commission may require evidences of special education for, or of practical experience for a satisfactory term in, such science, profession, art or trade; and shall require the production of such certificates of competency and licenses as are provided by the statutes of this state as necessary to enable the practice of any profession, art or trade.

6. Any application for a position in the civil service made in contravention of the provisions of section 4 of rule II, will be rejected.

Examinations.

RULE X.

1. All examinations shall be public and shall be practical in their character and relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed.

2. The commission shall prepare lists of preliminary requirements and subjects of examinations for the several positions and groups of positions in the competitive class, and under its direction and subject to its approval the chief examiner shall, from time to time, prepare such examinations for the positions and groups of positions aforesaid as shall be pertinent to them, under the provisions of the preceding section of this rule. (As amended April 18, 1902.)

3. The commission may further direct oral examinations or special practical tests of fitness for any particular positions requiring any scientific, professional or technical knowledge or manual skill.

4. For the purpose of making examinations of applicants, from time to time, as may be required, the commission shall designate and select a suitable number of persons to be members of boards of examiners at such

places as it deems necessary, and shall duly commission such persons as examiners; and the commission may at any time substitute any other person in place of any one so selected. When persons selected as examiners are in the official service of the state, the head of the office in which such persons serve shall be consulted; and in the discharge of their duties as examiners, the persons so selected from the official service shall be responsible solely to the commission, and shall act under its regulations and directions. The members of any board of examiners shall not all be adherents of one political party when other persons are available and competent to serve upon such board.

5. Examinations of a general character shall be held at least once a year in each of the places for which provision is made by law, and may be held more often in such places, or at other places for specific purposes in the discretion of the commission; and under its direction the chief examiner shall advertise such examinations in such manner as their nature may require. Previous notice of examinations shall be mailed to all persons who have made application in due form with copies of such general or special regulations as the commission shall prescribe. (As amended April 18, 1902.)

6. Whenever physical qualifications are of prime importance in the proper discharge of duties in any position, applicants must pass a physical examination and be certified as qualified in such respect, either before admission to examination, or before record in the proper eligible list, or before certification for appointment, as the commission may determine.

7. Whenever, in its opinion, any position to be filled in the competitive class has a fiduciary or executive character, the commission may require, as a part of the examination, such special certificates by reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper and expedient. All such special certificates shall be properly filed and retained as public records in the office of the commission.

When the position to be filled involves fiduciary responsibility, the appointing officer, where otherwise permitted by law, may require the appointee to furnish a bond or other security and shall notify the commission of the amount and necessary details thereof.

9. No person who has entered any competitive examination for a position in the classified service shall be admitted within nine months from the date thereof to a new examination for the same position. (As amended November 28, 1899.)

10. Examination papers shall be rated on a scale of 100, and the subjects therein shall be given such relative weights as the commission may prescribe. After a competitor's papers have been rated he shall be duly notified of the results thereof.

Eligible Lists.

RULE XI.

1. Every competitor who attains an average percentage of 75 or over on all the obligatory subjects in any examination, and whose standing on every such obligatory subject is 60 or over, shall be eligible for appointment to the position for which he was examined; and the names of eligibles shall be entered, in the order of their average

percentages, on the proper register of eligibles; provided that the names of competitors who have passed as above and whose claims for preference under section 9 of article V of the constitution have been allowed by the commission, shall be placed in the order of their respective average percentages at the head of the proper register of eligibles.

2. When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination will give any other advantage in position on the register of eligibles.

3. Appointment shall be made from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and a new list shall be created for a stated position or group of positions only when there is no appropriate list existing or when the existing list from which certification is to be made is likely to be exhausted.

4. The commission shall prescribe the character of the distinct eligible lists, designating the positions that may be filled by certification from each of such lists. (As amended April 18, 1902.)

5. The term of eligibility shall be fixed by the regulations of the commission at not less than one nor more than four years, with reference mainly to the probable number and frequency of certifications to be made from such lists respectively.

6. Merit lists for appointment in the state service existing at the time of the passage of the civil service law shall be continued as the eligible lists from which appointments are to be made until an examination for similar position shall be held and reported by the commission under these rules, and all eligible lists prepared as the results of fitness examinations are hereby abolished.

Term of Probation.

RULE XII.

1. Except in the case of veterans of the Civil War, honorably discharged from the military or naval service of the United States, every original appointment to or employment in any position in the competitive class shall be for a probationary term of three months, and an appointing or nominating officer in notifying a person certified to him for appointment or employment shall specify the same as for a probationary term only; and if the conduct, capacity and fitness of the probationer are satisfactory to the appointing officer, his retention in the service after the end of such term shall be equivalent to his permanent appointment, but if his conduct, capacity or fitness be not satisfactory he may be discharged at the end of such term.

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list. (As amended March 21, 1900; April 18, 1902.)

2. Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing

the character and qualifications of such probationer, and of the service rendered by him, and such reports shall be preserved on file.

Season Positions.

RULE XIII.

1. All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions and shall be subject to the provisions of these rules applicable generally to positions in such class, except as herein otherwise provided.

2. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to reappointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the commission, in such form as it may prescribe, a request for such reappointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The commission shall certify to the proper appointing or employing officer the names and post office addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the dates of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any of the causes recited in the fourth section of rule IX.

Promotions.

RULE XIV.

1. Except as otherwise provided in this rule whenever a vacancy occurs in any position in the competitive class above the lowest grade in any group, the chief examiner shall forthwith arrange to hold a promotion examination limited to those persons who have for more than six months served with fidelity in the next lower grade in such group in the same office, department or institution, provided, that if there are no persons who have served with fidelity for six months in the next lower grade, or provided all persons in the next lower grade fail in any promotion examination, then all persons in the second lower grade who have served with fidelity for six months in the same group in the same office, department or institution, shall have the right to compete in said promotion examination. On the request of the appointing officer, sufficient and proper reasons being set forth in detail in writing showing that the competition in the promotion examination should not be limited to the persons heretofore mentioned, the commission may permit the incumbents of any of the following classes of positions to enter a promotion examination: First, persons who for more than six months have served in any of the lower grades in the same group in the same office, department or institution; second, persons who for more than six months have served in another group but in a similar position in the same office, department or institution; third, persons who for more than six months have served in the same or another group, but in a similar position in other offices, departments or institutions; provided, however, that no persons in any of the three classes of positions aforementioned shall be permitted to enter such promotion examination unless the commission shall first find after due inquiry, that the nature of the

duties of the positions held by the persons in the said classes, who seek to enter such promotional examination, are such as naturally and properly to fit them to perform the duties of the position to which they seek promotion as fully as the duties of the persons holding positions in the next two lower grades in the same group in the same office, department or institution; but all promotions of clerks, bookkeepers, stenographers, copyists, messengers, pages, and other employees whose duties are of a clerical character in all the state departments, bureaus, divisions, commissions and offices, shall be subject to the provision of section 6 of chapter 521 of the laws of 1901, to wit: "Promotions shall be made by successive grades so far as practicable, and no person shall be promoted to a position in the higher grade who has not served at least six months in the next lower grade." Whenever it is found by the state commission not practicable to fill a vacancy in any position through promotion in the manner herein prescribed, such vacancy shall be filled by original appointment through competitive examination in accordance with the provisions of subdivision 1 of rule VIII. (As amended July 29, 1899; October 2, 1899; September 24, 1900; April 18, 1902.)

2. As provided by the civil service law an increase in the salary or other compensation of any person holding an office or position within the scope of these rules beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion.

3. No promotion can be made from a position in one class or group to a position in another class or group, unless the same be specially authorized by the commission, but a person employed in any position shall not, because of such appointment, be barred from the open competitive examination provided for original entrance to any other position.

4. The test of actual service being the main factor in fitness for promotion there shall be kept in every office continuous and comparative records of the efficiency, punctuality, attention and general good conduct of all persons employed therein. Such records shall at all times be open to inspection by the state commission, and if the same have been regularly and properly kept they shall constitute one of the elements in such promotion examination, with such relative weight as shall be assigned to them by the chief examiner. If such records have not been regularly and properly kept the chief examiner shall prescribe such tests as to him may seem best calculated to determine the relative merit and fitness of the persons entitled to enter the promotion examination.

5. The appointing officer shall notify the commission of any vacancy in a position in his office to be filled by promotion, and thereupon, after consultation with the appointing officer, the commission shall direct a competitive examination of those entitled to enter the same under the provisions of this rule, and shall publish the same by notice, giving date and place, posted conspicuously in the office where such vacancy exists, and sent by mail to those eligible to such examination.

6. After consultation with the appointing officer under whom the vacancy exists the commission shall appoint an examining board of three members. The written part of the examination shall be confined to the

duties of the office in which the vacancy occurs, and particularly to the duties of the position to be filled. Due weights will be given to the candidates' seniority and past record in the office and to any special fitness for the duties of the higher position.

7. The conduct of such examination and the preparation of the eligible list shall be subject to the general provisions of rules X and XI, provided, however, that no eligible list for promotion shall be valid beyond one year. The commission shall certify from the eligible list for promotion in the same manner provided in section 2 of rule VIII for certification for original appointment, except that where vacancies in the position of first assistant physician in any of the state hospitals are to be filled, the commission shall certify in addition to the three highest names upon the eligible list the names of all persons at that time connected with the institution in which the vacancy exists whose rating is 85 per cent. or over. (As amended May 8 and July 10, 1900.)

8. No recommendation of any person for promotion, whether verbal or written, shall be entertained or received, unless made in the ordinary course of duty by his immediate official superiors, and the presentation of any recommendation other than that of such superiors shall be considered an unwarrantable interference with the public service, and the person so recommended may be required to show, before being certified for promotion, that such recommendation was not made by his request or connivance.

9. Whenever there is but one person entitled to promotion to fill a vacancy and willing to compete therefor, or whenever an appointing officer is desirous of promoting all the persons in a particular grade entitled to compete for promotion, and also whenever the salary or compensation of a person holding a position is to be increased without any change whatever in the duties of the position, such person or persons may be promoted to the next higher grade without examination upon a certificate of the facts and the approval of the commission; provided that for original entrance to the position to which promotion is sought there is not required an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position then held by such person. (Added October 2, 1899; amended April 18, 1902.)

Transfers.

RULE XV.

(As amended April 18, 1902.)

Transfers may be made, upon request of the heads of the departments affected, as follows:

1. A person who has received an appointment from an eligible list and has served the required probationary term may be transferred to a similar position in the same group, subdivision and grade. When a proposed transfer involves a change in grade only, the same may be allowed in the discretion of the commission.

2. A transfer of a person holding a position in the competitive class, who has served the required probationary term, to a position in a different group or subdivision may be allowed in the discretion of the commission, provided said person has attained a

place upon the appropriate eligible list for the latter position in force at the time the request for the transfer is made.

3. A person holding a position in the competitive class who did not enter the service after qualifying in an open competitive examination, may be transferred to a similar position in the same group, subdivision and grade, provided he has served at least three years in the position from which he desires transfer, or has attained a place upon the appropriate eligible list in force at the time the request for the transfer is made.

4. A transfer of a person holding a position in the exempt or non-competitive class to a position in the competitive class may be allowed in the discretion of the commission only when the person to be transferred has qualified in an open competitive examination and his name is upon the appropriate eligible list in force at the time the request for the transfer is made.

5. A transfer from a position in the competitive class of the civil service of the state to a similar position in the same class in any of the cities or civil divisions thereof, and vice versa, may be allowed in the discretion of the commission only when the person to be transferred obtained his appointment by virtue of an open competitive examination conducted by or under the direction of the state civil service commission, and when the proposed transfer is in accord with sections 1, 2 and 3 of this rule.

Reinstatement in Service.

RULE XVI.

1. Any person who has held a position by appointment under the civil service rules, and who has been separated from the service through no delinquency or misconduct on his part, may be reinstated without re-examination in a vacant position in the same office and in the same group, subdivision and grade, within one year from the date of such separation provided that for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position formerly held by the person proposed to be reinstated.

2. Whenever in any department or institution an office or position is abolished, or whenever the number of positions of a certain character is reduced, or whenever by reason of a lack of appropriation or otherwise it becomes necessary to discharge or suspend one or more of several persons holding the same position, veterans of the civil war, veterans of the volunteer army or navy of the United States in the Spanish War, and exempt volunteer firemen shall be entitled to preference in retention in such positions above other persons. (As amended April 18, 1902.)

3. Persons legally holding such positions at the time of such reduction or discharge shall be entitled to reappointment or reinstatement in the same position or positions if they are thereafter within one year re-established under the same or any other designation. The names of such persons shall be entered upon lists of suspended employees and shall remain thereon for a period of one year, and upon notice of a vacancy in the same or a similar position in any department, names from such lists of suspended employees shall

be certified to the appointing officer in preference to names from the eligible lists. Preference in certification from such lists of suspended employees shall be given in the following order: first, veterans of the civil war in the order of their separation from the service; second, veterans of the Spanish war and exempt volunteer firemen in the order of their separation from the service; third, other persons in the order of their separation from the service. Persons specified in the first and second classes above mentioned shall be entitled to certification for positions to which they are eligible in any department or institution, but persons specified in the third class shall be entitled to certification only to the department from which they were discharged. (Added April 18, 1902.)

Certificates for Promotion, Transfer and Reinstatement.

RULE XVII.

1. Upon the written request of an appointing officer, stating the essential facts in regard to any proposed promotion, transfer or reinstatement, the commission will, if such promotion, transfer or reinstatement be in accordance with law, and the provisions of these rules, issue its certificate of that fact to such officer.

2. All promotions, transfers and reinstatements herein authorized shall be made only after the issuance of such certificate, except those which may be specifically exempted from such condition by regulation of the commission.

Definition of the Non-competitive Class.

RULE XVIII.

The non-competitive class shall include such positions as are not in the exempt class and which it is impracticable to include in the competitive class.

It shall comprise the following positions and such positions as may hereafter be added; provided that from time to time, the commission shall transfer positions from this class to the competitive class whenever it may be found practicable to hold competitive examinations to fill them:

POSITIONS IN THE NON-COMPETITIVE CLASS.

In the office of the Comptroller:

The watchman.

In the office of the Treasurer:

The watchman.

In the Insurance Department:

The watchman.

In the Department of Public Buildings:

Messenger and weigher, upholsterer, tin and coppersmith, gardener, chief carpenter, carpenters, painters, shade and carpet man, plumber and gasfitter, plumber's helper, machinist, assistant machinist, steamfitter, locksmith, steamfitter's helper, hollerscaler, stonecutter and tile-setter, elevatormen.

One engineer, one assistant engineer and three firemen, such persons, however, to be subject to non-competitive examination and their employment not to continue beyond thirty days after the adjournment of the legislature of the year 1902 (added March 22, 1901; amended October 14, 1901).

In the Department of Public Works:

The harbor masters; engineer of tugboat running in Buffalo Harbor and Niagara River (classified November 14, 1900).

In the Appellate Division Court House, New York City:

Elevatorman (classified July 16, 1900).

In the State Hospitals:

Watchmen, policemen, barbers, supervisors, nurses, attendants, wardhelpers, housekeepers, chefs, head cooks, bakers, meat cutters, butchers, laundry overseers, laundresses, head laundresses, linemen, plumbers, steamfitters, carpenters, painters, blacksmiths, foremen, tailors, dress-makers, shoemakers, printers, hookbinders, head farmers, dairymen, gardeners, florists, railway conductors, pages, firemen, pilots, masons (as amended January 13, 1900; May 23, 1901; January 3, 1902).

In the office of the Forest, Fish and Game Commission:

The protectors and foresters, the assistant oyster protector.

In the State Fair Commission:

Gardener (classified June 9, 1902).

In the State Prisons:

The assistant matrons.

In Sing Sing Prison:

The head farmer (classified May 20, 1901).

In Clinton Prison:

Hospital attendant (classified June 4, 1902).

In the Prison for Women at Auburn:

The attendants.

In the House of Refuge for Women at Albion:

Carpenter, firemen, gardener, housekeeper, nurses (as amended February 12, 1901).

In the State School for the Blind at Batavia:

Baker, carpenter, farmer, firemen, florist, housekeeper, usher (as amended February 12, 1901).

In the Soldiers' and Sailors' Home at Bath:

Baker, blacksmith, carpenter, farmer, firemen, gardener, head cook, head launderer, lineman, musicians, nurses, steamfitter, superintendent of mess hall and kitchen, engine oiler and tender (as amended December 20, 1900; February 12, 1901; May 20, 1901).

In the Reformatory for Women at Bedford:

Carpenter, firemen (classified February 12, 1901).

In the New York State Reformatory at Elmira:

Carpenter, farmer, firemen, head cook (as amended February 12, 1901).

In the Eastern New York Reformatory at Nanuet:

The head farmer (classified May 23, 1901).

In the House of Refuge for Women at Hudson:

Carpenter, firemen.

In the Custodial Asylum at Newark:

Attendants, baker, carpenter, fireman, gardener, nurses (as amended February 12, 1901).

In the Thomas Asylum at Troquois:

Attendants, farmer, firemen, housekeeper, nurses (as amended February 12, 1901).

In the State Industrial School at Rochester:

Carpenter, farmer, firemen, head cook, head laundress (classified February 12, 1901).

In the Custodial Asylum at Rome:

Attendants, baker, blacksmith, carpenter, farmer, firemen, gardener, head cook, head launderer, painter, supervisors, assistant supervisors, assistant matron (as amended February 12 and March 22, 1901).

In the Craig Colony at Sonyea:

Attendants, baker, blacksmith, butcher, carpenter, dairyman, farmer, gardener, head cook, head launderer, mason and bricklayer, nurses, painter, plumber, supervisors, tailor, usher, watchmen (as amended February 12, 1901).

In the Institution for Feeble-Minded Children at Syracuse:

Attendants, baker, carpenter, farmer, firemen, gardener, housekeeper, head cook, head laundress, shoemaker, supervisors, tailors, usher, watchmen, painter (as amended February 12, 1901).

Employment in the Non-competitive Class.**RULE XIX.**

1. The positions in the non-competitive class must be filled by such persons as upon proper non-competitive examinations shall be certified as qualified to discharge the duties of such positions by an examiner or examiners selected or appointed for that purpose by the commission. The head of any office, department or institution in which there may be a vacancy or vacancies in any position or positions in this class, may name for examination a person for each vacancy. The commission may provide by special regulation that in any institution where a number of persons are employed in the same grade, the employing officer may name for examination more than one person, in order that there may be a list of qualified persons from which to make an immediate selection in case of vacancy. Such nomination may be made to the commission, or to an examiner or board of examiners, as the commission may prescribe by regulations.

2. The commission shall select, appoint and commission examiners or boards of examiners to test the qualifications of persons named for employment in positions in the non-competitive class, and they shall be subject to the provisions of the fourth section of Rule X.

3. Examinations for positions in the non-competitive class shall be such as shall determine the following qualifications:

First. That the person examined is within the limits of age prescribed for the position or employment to which he has been named;

Second. That he is properly certified as free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties;

Third. That his character is such as to qualify him for such position or employment; and

Fourth. That he possesses the requisite knowledge and ability to enter on the discharge of his duties in the service.

To preserve a uniform standard in such qualifications for like positions and employments in the several institutions and offices of the state service, the commission, after consultation with the principal officers concerned, may by regulations prescribe uniform limitations and tests for the government of the examiners.

Reports of Appointing Officers.**RULE XX.**

For the purpose of certification to the controller, or other fiscal officer, for the payment of salaries and to enable the commission to keep an official roster of the classified service as required by law, each appointing and employing officer, from time to time after the date of the promulgation of these rules and upon the date of the of-

ficial action in or knowledge of each case, shall report to the commission as follows:

(a) Every appointment or employment, whether probationary, temporary, or otherwise, in the classified service, with the date of commencement of service and the title and compensation of the position.

This includes every employment or designation of any person to render any service, whether permanent, temporary or special, to the state of New York or any of its civil divisions to which these rules shall be extended, in any capacity whatever, compensation for which is to be made to the person employed or designated, except in the military service and the unclassified service as defined by law and by section 2 of rule III.

(b) Every failure to accept an appointment under him by a person entitled thereto, with copies of the offer or notice of appointment and the reply thereto, if any.

(c) Every discharge during or at the end of a probationary term, with the date thereof.

(d) Every vacancy in a position, whether caused by dismissal, resignation or death, with the date thereof.

(e) Every position abolished, with date of such abolition.

(f) Every change of compensation in a position, with the date thereof.

(g) Every promotion, giving positions from which and to which made, with the salaries and date thereof.

(h) Every transfer, giving the positions from which and to which made, with the date and salary thereof.

(i) Every reinstatement in a position, with the date and salary thereof.

THE OFFICIAL ROSTER.**RULE XXI.**

The commission shall keep in its office an official roster of the classified state service, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name, the date of appointment, employment, promotion or reinstatement, and the office in which and the compensation of the position, date of commencement of service, and the date of transfer in or separation from the service by dismissal, resignation, cancellation of appointment, or death.

CERTIFICATION FOR PAYMENT FOR SERVICES.**RULE XXII.**

For the purpose of certification of payrolls, estimates and accounts as required by section nineteen of the civil service law, appointing officers and heads of departments shall furnish the commission with payrolls, estimates, accounts and certificates in form and manner as follows:

1. Heads of departments, offices and institutions in the state service, whose employees are paid individually direct from the treasury of the state or any civil division thereof, shall furnish the commission, at least five days before payment is to be made, payrolls in duplicate, showing the names of the persons to be paid, the title of the posi-

tion held or kind of service performed by each person, the rate and amount of compensation to which he is entitled, and the period for which he is to be paid, and shall certify that the persons named therein are employed solely in the proper duties of the positions and employments indicated, and that persons described as or proposed to be paid as "laborers" are employed at ordinary unskilled labor only. After examination and certification by the commission as herein-after prescribed, such payrolls shall be transmitted by it to the comptroller or fiscal officer of such civil division for further examination and payment as required by law, and one of said duplicates shall accompany the warrant on the treasurer or other disbursing officer.

2. For payment for irregular or occasional services, and for advances of salary to regular employees, the head of such a department, office or institution shall transmit to the commission the original account or special payroll or a request for advance payment, bearing his written approval, which approval shall be deemed to be a certificate of the facts required by the preceding section to be certified on the regular payroll. Upon examination and certification by the commission such account, payroll or request shall be forwarded to the comptroller or other fiscal officer.

3. Heads of departments, offices or institutions whose employees are paid directly by the department without previous detailed estimate to the comptroller, shall furnish the commission, before payment is made, or in case of employees of the department of public works and of the state engineer and surveyor on the canals, outside of Albany, before credit is claimed from the comptroller on such payrolls, the payrolls and certificates as required in section one hereof, and except in the case noted, disbursing officers of such departments, offices and institutions shall not pay such persons until the commission shall certify as hereinafter prescribed. Heads and disbursing officers of such departments, offices and institutions shall file the payrolls certified by the commission as vouchers in claiming credit from the comptroller or other fiscal officer for such payments.

4. The estimates for payment of officers and employees, and for services of state hospitals and charitable institutions required by law to render detailed estimates in advance, under what is known as the "estimate system," containing the names, titles of positions held or kind of service performed and rate of compensation of all officers and employees in the classified service with the certificate specified in section one hereof, shall be submitted to the commission for certification before approval by the comptroller or other department having power of revision of such estimates, and no vouchers for payments for services shall be received unless in accord with such estimates, and the certificate of the commission.

5. The secretary or assistant secretary of the commission shall compare such payroll, estimate or account for services with the official roster and shall attach thereto or place thereon a certificate in form substantially as follows:

I hereby certify that the person (or persons) named in this (or the attached) payroll (or estimate or account) for service

rendered to the state of New York in the containing names have been appointed or promoted to or employed in the positions or places and at the rate of compensation indicated in pursuance of the civil service law, and the rules made in pursuance thereof as shown by the official roster of the state service, except

(Here insert names in regard to which the payroll, estimate or account disagrees with the official roster.)

Secretary of the State Civil Service Commission.

To provide for the making of such certification and for other purposes the commission shall designate an employee in its office to act as assistant secretary of the commission, under and by direction of the secretary when that officer is on duty and for him and in his stead in his absence.

6. Upon satisfactory evidence that, with intent to evade the provisions of law and of these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those from which he was examined and certified, or under any title not appropriate to the duties to be performed, the commission will refuse certification and remove his name from the official roster.

Causes for Removal.

RULE XXIII.

(Added July 29, 1899; repealed October 17, 1901.)

Extension of Rules.

RULE XXIV.

These rules shall not be deemed to extend to the offices, places and employments in the civil divisions of the state, until after due inquiry by the commission it shall be found practicable, of which finding proper and timely notice shall be given.

In pursuance of the foregoing provision these rules have been extended to the offices, places and employments in the civil service of the counties of Erie, Kings, New York, Queens and Richmond, to take effect from and after June 16, 1900. (As amended June 16, 1900.)

Administrative Regulations.

RULE XXV.

The commission shall prescribe and enforce suitable regulations for carrying into effect the provisions of these rules and those of the civil service law and of section 9 of article V of the constitution, not inconsistent therewith; and shall prescribe blank forms for all applications, certificates, reports, records, and returns required under these rules and the regulations made in pursuance thereof.

CHAPTER 521, LAWS OF 1901.

AN ACT to classify and grade, and to establish rates of compensation for clerks and other employees in the service of the state.

Section 1. The provisions of this act shall apply to all clerks, bookkeepers, stenographers, copyists, messengers and other employees whose duties are of a clerical character in all the state departments, bureaus, commissions and offices, except those otherwise fixed by law, or whose salaries were January first, nineteen hundred and one, more than the maximum fixed herein.

Sec. 2. All clerks, bookkeepers, stenographers, copyists, messengers, pages or other employees performing clerical service in the state departments, bureaus, divisions, commissions and other offices excepting deputies, heads, chiefs and assistant heads and chiefs of divisions or bureaus shall from and after October first nineteen hundred and one be classified in one of the following grades, in accordance with the appropriations made by the legislature for such purpose. Such classification shall be made by the head of the department or commission subject to the approval of the governor and filed with the comptroller on or before October first.

Sec. 3. The annual salaries of employees for each grade shall not be to exceed the following: First grade, three hundred sixty dollars; second grade, four hundred eighty dollars; third grade, six hundred dollars; fourth grade, seven hundred twenty dollars; fifth grade, nine hundred dollars; sixth grade, twelve hundred dollars; seventh grade, fifteen hundred dollars; eighth grade, eighteen hundred dollars; ninth grade, twenty-one hundred dollars; tenth grade, twenty-four hundred dollars.

Sec. 4. No person holding a position or employed in any department, bureau, commission or office to which this act applies and for which a definite salary or compensation has been appropriated or designated, shall receive any extra salary or compensation in addition to that so fixed.

Sec. 5. All departments, bureaus, commissions or offices which have been granted an appropriation for temporary clerical service, may appoint in accordance with the provisions of this act an employee or employees in any of the grades heretofore specified below the eighth grade, which employee or employees shall be paid from the special appropriation made for such purpose, but from no other fund.

Sec. 6. Original appointment to the position of clerk, bookkeeper, stenographer,

copyist or messenger shall be made so far as practicable to the lowest grade established in the department, bureau, commission, or office in which the appointment is made, and no position above such grade shall be filled by original appointment of a person not in the service, if there is employed in the same office or department in a similar position in a lower grade any person who is competent to perform the duties of the higher position who can be promoted. Promotions shall be made by successive grades so far as practicable, and no person shall be promoted to a position in the higher grade who has not served at least six months in the next lower grade.

Sec. 7. All acts or parts of acts inconsistent with this act are hereby repealed.

Sec. 8. This act shall take effect immediately.

[Became a law April 24, 1901.]

Constitutional Provision.

Article V, Section 9. * * * Appointments and promotions in the civil service of the state, and of all the civil divisions thereof, including cities and villages, shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations, which, so far as practicable, shall be competitive; provided, however, that honorably discharged soldiers and sailors from the army and navy of the United States in the late civil war, who are citizens and residents of this state, shall be entitled to preference in appointment and promotion, without regard to their standing on any list from which such appointment or promotion may be made. Laws shall be made to provide for the enforcement of this section.

SCHEDULE OF LAWS REPEALED.

Laws of.	Chapter.	Sections.
1883	354	All.
1884	312	All.
1884	357	All.
1884	410	All.
1886	29	All.
1887	464	All.
1888	119	All.
1890	67	All.
1892	577	All.
1894	681	All.
1891	716	All.
1894	717	All.
1895	344	All.
1896	821	All.
1897	428	All.
1898	184	All.
1898	186	All.

(Became a law April 19, 1899.)

Municipal Civil Service.

RULE 1.

Appointments and promotions in the civil service of the City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

RULE 2.

No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion, transfer or reinstatement, except in accordance with the provisions of the civil service law and the rules and regulations prescribed thereunder.

No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of any position subject to competitive examination, except in accordance with Rule 40.

The violation of any of the provisions of the civil service law, or of these rules, by any person in the civil service of the city, shall be considered a good cause for the dismissal of such person from the service.

RULE 3.

The Municipal Civil Service Commission shall have authority to prescribe such regulations in pursuance of and for the execution of the provisions of these rules and of the civil service law, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these rules and the regulations made in pursuance thereof. The commissioners shall from their number choose a president to act during their pleasure, and they may from time to time appoint committees from their own number.

RULE 4.

CLASSIFICATION.

The offices and positions in the classified service of the City shall be arranged in four divisions, to be known respectively as the Exempt Class, the Competitive Class, the Non-Competitive Class and the Labor Class.

The Exempt Class.

The exempt class shall include the deputies of principal executive officers authorized by law to act generally for and in place of their principals, one secretary of each officer, board or commission authorized by law to appoint a secretary, one clerk and one deputy clerk of each court, if authorized by law, one clerk of each elective judicial officer, and such other subordinate offices or positions as may be placed in said class, in the manner prescribed by the Civil Service Law, for the reason that the filling of such offices or positions through competitive or non-competitive examination is found to be not practicable. Such offices and positions shall comprise Schedule A, as fixed by Rule 68.

The Competitive Class.

The competitive class shall include all offices or positions now existing or hereafter created, of whatever function, designation or compensation, except such as are specifically designated as in the exempt class, the non-competitive class or the labor class.

The offices and positions in the competitive class shall be classified in four schedules, to be known as Schedules B, C, D and E, respectively, as fixed by Rule 68.

Schedules B, C and D shall contain those offices or positions that are graded, and vacancies in the higher grades of which shall be filled, wherever practicable, through promotion. Schedule E shall contain those offices or positions of a special character, which it is not practicable to fill through promotion and vacancies in which may be filled by original appointment, in the manner provided by these rules.

The classification of all offices or positions in the competitive class, and the character of the examinations held therefor, shall be governed solely by the respective duties and functions of such offices or positions.

An office or position in the competitive class the title of which is not specifically included in the classification shall, for purposes of examination or promotion, be deemed to be in the schedule the general description of which, in the judgment of the Municipal Commission, most nearly covers the duties to be performed.

The Non-Competitive Class.

The offices and positions in the non-competitive class shall be those which it is not practicable to include in the competitive class, and which are not in the exempt class or in the labor class. Such offices and positions shall comprise Schedule F, as fixed by Rule 68.

The Labor Class.

The labor class shall comprise Schedule G, and shall include the positions and employments designated as in such schedule, as fixed by Rule 68.

RULE 5.

For the purpose of ascertaining the qualifications of persons seeking or named for positions in the competitive class, there shall be a board of examiners, to be composed of a chief examiner, who shall be appointed by the Municipal Commission, and as many examiners appointed or employed by said commission, as it may deem necessary. No person shall be appointed or employed as an examiner for positions in the competitive class who is a public officer or who is employed in any other department of the municipal government.

There shall be a chief examiner who shall devote his whole time to the business of his office, who shall preside at meetings of the

board of examiners, hear appeals from the decision of any of the examiners and have the general supervision of the work of the examiners. The rate of compensation of the officers mentioned in this rule shall be fixed by the municipal commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient performance of the duties imposed upon them by the laws of the State of New York.

It shall be the duty of such board of examiners, by such of its members as the chief examiner shall designate, to conduct all examinations called for under these rules, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the city with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of examiner under this commission shall be conducted by the municipal commissioners or by experts appointed by them.

The municipal commissioners shall employ a secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these rules apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The secretary shall have the general executive charge of the civil service office, shall assign the clerks and employes to their respective positions and superintend them in the discharge of their respective duties and shall be secretary of the examining board. The secretary shall, after conference with the chief examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised and shall indicate to the chief examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

RULE 6.

APPOINTMENTS IN THE EXEMPT CLASS.

Appointments to offices or positions in the exempt class may be made without examination, but the appointing officer shall file with the secretary of the Municipal Civil Service Commission, within five days after making any such appointment, a formal notification thereof, setting forth the full name and address of the appointee, the date of his birth, the position to which he is appointed, the date of appointment, salary, length of residence in the City of New York, his qualifications for the office or position to be filled, the nature of his employment

during the five years immediately previous and such other detailed information as the commission may deem proper for registration.

No office or position shall be deemed to be in the exempt class unless it is specifically named in Schedule A of the classification, as fixed by Rule 68. Not more than one appointment shall be made to or under the title of any such office or position, unless a different number is specifically mentioned in the classification.

RULE 7.

APPOINTMENTS IN THE COMPETITIVE CLASS.

Vacancies in the competitive class not filled by promotion shall be filled by appointments from among those graded highest in open competitive examinations, excepting as follows:

1. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no appropriate list of persons eligible after competitive examination, the appointing officer may nominate a person to the commission for non-competitive examination, and if such nominee shall be certified as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination; but such provisional appointment shall not continue for more than ten days after notice to the appointing officer that an eligible list for such position has been prepared, or for a longer period in any case than two months, nor shall successive provisional appointments be made to the same position under this provision.

2. Where there is a vacancy of an emergency character in a position in the competitive class, and it is not practicable either to secure a person by certification from an eligible list, or to conduct a non-competitive examination, in the absence of such a list, in time to meet such emergency, an appointment may be made without certification or examination, subject to the approval of the commission and for a period not exceeding one week, but successive appointments shall not be made under this provision.

3. Where there is a vacancy in any position in the competitive class demanding peculiar and exceptional qualifications of a scientific, professional or educational character, and upon satisfactory evidence that for specified reasons competition in such special case is not practicable, and that the position can best be filled by the selection of some designated person of high and recognized attainments in such qualities, the commissioner may* (with the approval of the State Civil Service Commission) suspend the provisions of the rule requiring competition in such case; but no such suspension shall be general in its application to such position, and all such cases of suspension shall be set forth by the commission, with the reasons therefor, in its annual report.

(4.)

Appointments may also be made without competitive examination as follows:

5. To the position of trained nurse, when the applicants are graduates of any of the following named nurses' training schools: Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, Training School of the Kings County Hospital—the names of such applicants may, upon their own application

and upon presenting proper diploma, be placed upon the appropriate eligible list with a grading of 100, without further examination, unless required by the municipal commission, and shall be certified in response to requisitions in the order of the date of filing application.

6. To the position of junior assistant in the Public Library, Borough of Brooklyn, and in the Queens Borough Library, when the applicant shall have passed at least six months in the regular service of either of said libraries as apprentices and without compensation, and shall have received from such library a certificate or diploma, setting forth that they have served in the manner indicated, and that they are duly qualified for permanent services in such library as Junior Assistants, and the names of such persons may, upon the application of such persons, and upon presentation of said certificate or diploma, be placed upon the appropriate eligible list with a grading of 100, and without further examination, unless required by the Municipal Civil Service Commission, and shall be certified in response to the requisition of the said libraries in the order of the date of the filing of their applications.

Whenever the Public Library, Brooklyn, or the Queens Borough Library, has been or hereafter shall be extended into any part of the territory of The City of New York, in which now or hereafter there shall be a library incorporated under the laws of the State of New York, or existing and used as a free public library, all such employees of such library who shall be in the service thereof at the time of the action taken by the Public Library, Brooklyn, or by the Queens Borough Library, for the purpose of assuming jurisdiction over such library, shall be considered to have been classified in accordance with the positions assigned to them in the service of the Public Library, Brooklyn, or of the Queens Borough Library, as of the date of the original classification of the employees of that library, and shall be certified in accordance with such positions, without examination, unless required by the Municipal Civil Service Commission, immediately upon the requisition of the Public Library, Brooklyn, or of the Queens Borough Library, provided that the library making requisition shall certify that they are qualified for the duties of their respective positions; and that they have for a period of not less than six months immediately preceding the date of the assumption of such jurisdiction, been continuously in the employ of the library affiliated to the Brooklyn Public Library, Brooklyn, or to the Queens Borough Library, and continually in its pay as an employee, during the said period, at a salary not materially less than that accorded to them as members of the staff of the Brooklyn Library, Brooklyn, or the Queens Borough Library.

7. To the position of Librarian in charge of Public School Reading Room, and to the position of attendant in Public School Reading Room.

Competitive examination for the position of Librarian in charge of Public School Reading Room shall be limited to Librarian and Attendants in the New York Public Library who have been in such service for one year prior to the date of the examination, and who shall be certified to have been in such service for the said term by the Director of the New York Public Library.

Competitive examination for the position of Attendant in the Public School Reading Room shall be limited to Attendants, Assistant Attendants and Apprentices who have been in the service of the New York Public

Library for the period of six months next preceding such examination and who shall be certified by the Director in charge of the New York Public Library to have been in such service for such time.

Competitive examinations for the positions above named shall be conducted according to the rule for promotion examination.

8. Where a person is to be appointed for service outside The City of New York who is a resident of the locality in which such service is to be performed, and when appointments for such service from eligible lists of persons examined under these rules is found to be not practicable; but no appointment shall be so made without the authorization by the Municipal Commission and the reasons therefor shall be set forth, in each case in the Commission's annual report.

RULE 8.

APPLICATIONS.

Applicants must file applications for positions included in Schedules B, C, D and E, which must be in the handwriting of the applicant and addressed to the "Secretary of the Municipal Civil Service Commission, New York City," showing:

First—His full name, residence and post office address, age, the place and date of birth, health and physical capacity for the public service, right of preference by reason of military or naval service, residence and business or employment for at least the previous five years, and such other information as may reasonably be required by regulation.

Second—A statement whether such application is limited to any particular office or offices in the service.

Third—The certificate of four reputable persons of The City of New York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits and in all respects fit for the service he wishes to enter, and that each of them is willing that such certificate should be published for public information, and will upon request, give such further information concerning the applicant as he may possess.

Fourth—The foregoing application shall be verified by the oath of the applicant.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedule E, and the requirements as to citizenship in case of persons applying for positions under Schedule D, may be modified or dispensed with in the discretion of the commission. All applications for examination shall be filed in the office of the secretary a reasonable length of time before the date of examination, and all applications and other blanks shall be kept at his office, and shall be procurable there only.

Registers of all applicants shall be kept by the Secretary of the Municipal Commission. When the applicants on a register are in excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants of record, or such number as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

RULE 9.

Applicants for the following positions must, before being admitted to examination, or before being appointed, present satisfactory evidence as to the following facts:

First—If the position to be filled be that

* (Note—See §14, Art. 2, Chap. 370, Laws 1899.)

of Physician, Surgeon, Medical Officer, Inspector of Vaccination or Medical Sanitary Inspector—that the applicant is duly authorized by the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

Third—If the position to be filled is that of assistant to the Corporation Counsel, that the applicant or proposed appointee is a regularly admitted member of the bar of the State of New York.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situation, before they can be admitted to examination.

RULE 10.

Defective applications shall be suspended and applicants notified to amend the same. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the rules, the application shall be rejected.

RULE 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

RULE 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

RULE 13.

The Municipal Commission may refuse to examine an applicant, or, after examination, to certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and re-

port shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

RULE 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.

The Municipal Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office.

Each examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examination. All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these rules otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examinations as to them may seem fit.

RULE 15.

All examinations shall be in writing except such as refer to expertness or physical qualities and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate.

RULE 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission, and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each candidate must complete his examination on the obligatory subjects before taking up any of the optional subjects.

RULE 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Municipal Commission, upon its request, the general qualifications or attainments, physical or mental, or both, which he deems necessary or proper in the position for which an eligible list is to be formed.

RULE 18.

No question in any examination or proceeding by or under these rules shall relate to political or religious opinions or affiliations, and no appointment or selection to or

removal from an office or employment within the scope of these rules shall be in any manner affected or influenced by such opinions or affiliations.

RULE 19.

MARKING.

The examination papers shall be reviewed by each examiner separately, except where otherwise directed by the Municipal Commission, and in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper, subject to the rule as to revision (Rule 27).

RULE 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

RULE 21.

Every paper in any examination not formally certified by the examiners shall be signed with his initials in ink by each examiner who has reviewed and marked it.

RULE 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appearance as to correctness of form and finish and regularity of letters; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to be filled. It shall be highest for clerks and lower for other positions. In case no applicant seems to be entitled to a grade of 100 in the scale adopted, he shall not be so graded; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots, or other evidences of carelessness, shall, proportionately to their number, reduce the marking below 100. Words may be specially dictated for spelling, and the work shall be marked with reference to the ratio the misspelled words bear to the whole number.

RULE 23.

No applicant for the position of senior clerk, third grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No candidate for positions requiring technical or professional knowledge receiving less than 75 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the unformed forces of the Fire and Police Departments, 70 per cent.

RULE 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character

shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

RULE 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

MUNICIPAL CIVIL SERVICE COMMISSION.

ToNew York.....190 .

Sir—Appended to the application of for a position in the Municipal Service as a is your general certificate of his (or her) good character and habits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the papers to me at your earliest convenience. Very respectfully yours.

.....Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?

2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the city?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

RULE 26.

The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

RULE 27.**APPEALS—REVISION.**

Complaints of injustice or unfairness on the part of any examiner or examining board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

RULE 28.**ELIGIBLE LISTS.**

Examinations for positions or grades in the competitive class shall be set by the Secretary, after conference with the Chief Examiner, and eligible lists prepared, as the needs of the service require.

No examination shall be held under any title not specifically designated by Rule 68 as in the competitive class, unless it is shown to the satisfaction of the Commission that the qualifications required in the position or positions to be filled have not been ascertained by the examination held under any classified title. The Commission may, in such a case, authorize a special competitive examination, under these rules, in order to establish an appropriate eligible list, and the reasons therefor shall be stated in the minutes.

All examinations for original appointment to positions in Schedules B or D shall, unless otherwise specified, be for the lowest grade of such position, providing that by direction of the Commission an open competitive examination may at any time be held to secure eligibles for a specified grade of any such position, which it is not practicable to fill under the rules governing promotion.

Upon each eligible list shall be placed the names of only such persons as have been found by the Examining Board to be duly qualified for the position for which such list is prepared. The names of candidates shall be placed upon such list in the order shown by the respective percentages of their aggregate markings upon their examinations, except that the names of candidates who have been honorably discharged from the military or naval service of the United States in the Civil War shall be placed at the head of such list, in the order shown by their respective percentages.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination shall give any other advantage in the position on the registers of eligibles.

In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

The term of an eligible list is fixed at not less than one year or more than four years from the date of the establishment of such list. An eligible list, which has been in force for a period of one year shall terminate, provided that a new examination has been held and a new list prepared for the same position. Persons whose names appear upon

any such eligible list shall be notified by mail when a new examination is to be held for the same position, and informed that their eligibility will cease upon the establishment of the new eligible list as the result of the new examination.

No person whose name is upon an eligible list may waive his right to certification or appointment except for any one of the following reasons, stated in writing to the appointing officer and to the Municipal Commission:

(1) Residence in a borough other than that in which the duties of the position offered are to be performed.

(2) Insufficiency of the salary attached to the position offered; or

(3) Temporary inability, physical or otherwise, to accept the position offered, the proof of which shall be accepted by the Municipal Commission, the Commission shall enter upon its minutes the reasons for its action in each such case, and the waiver shall not continue in effect for a longer period than thirty days from the date of certification.

The name of any eligible who shall decline certification or appointment for any reason other than those above specified shall be stricken from the list.

Whenever an eligible certified for appointment shall fail to accept an offer of appointment sent to him by mail at his post office address within the four business days next succeeding the mailing of such offer of appointment, he shall be deemed to have declined such appointment.

An eligible who has declined an appointment on the ground of the insufficiency of the salary offered shall not thereafter be certified for a position at the same or any less salary. Whenever one or more eligibles shall have declined any appointment offered and an eligible whose relative standing is lower or shall have been appointed to the position, the salary or compensation of such appointee shall not be increased within a period of one year after his appointment, beyond that offered to the person so declining.

If the appointment shall be made of any person other than one of the three standing highest on the eligible list the appointing officer shall forward to the Commission, with the notice of appointment, copies of all correspondence to and from the persons declining such appointment.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of the eligible list, without the consent of the Commission.

All eligible lists completed and in force at the date of the adoption of this rule are hereby continued in force for the balance of the period of eligibility originally attaching to such lists, and shall remain in force until such time as other lists may be formed for the same position or grade, in the manner provided by these rules.

RULE 29.**CERTIFICATION AND APPOINTMENT.**

Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E or G, which, in the opinion of the appointing officer, the business of the city requires to be filled, he shall forthwith notify the secretary of the vacancy and state

whether the same is to be filled by appointment or by promotion or by reinstatement, and the title of the position, the duties to be performed, the number of vacancies to be filled and compensation to be paid. If the position to be filled is a clerkship the appointing officer shall state whether it is a minor clerkship or whether any of the special qualifications denoted by the optional subjects are required, and if so, which.

Appointment shall be made to or employment shall be given in all positions in the competitive and labor classes that are not filled by promotion, reinstatement, transfer or reduction, under the provisions of the civil service law and these rules, by appointment from among those standing highest upon the eligible list prepared by the Municipal Commission, except as otherwise provided in the civil service law.

The secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment, or for promotion, or for reinstatement, from the eligible list most nearly appropriate to such position as it may then exist, the names of the three persons standing highest on such eligible list, indicating such of them, if any, as are honorably discharged soldiers, sailors or marines of the Army or Navy of the United States in the late Civil War, citizens and residents of this state. The certificate of the secretary shall, in all cases, state the relative standing of each of the persons certified.

The appointing officer shall thereupon fill said vacancy or vacancies by the appointment of one or more of the persons so certified. Until an appointment has been made from said certification or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing officer of the names certified by the secretary, and the secretary shall be notified within twenty-four hours by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days.

When a requisition is made to fill a position for which no eligible list exists, the secretary shall, after a conference with the Chief Examiner, make certification from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and wherein the qualifications demanded have been determined by examination.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the secretary shall certify the names of the three persons whose standing on the eligible list for the denoted special subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy in a position of this kind if, in their judgment, there is no appropriate eligible list from which to fill the vacant position.

No person on an eligible list shall be certified more than three times to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, unless the person so certified is a veteran, in which case his name shall continue to be certified so long as it remains on the eligible list under these rules.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies named by him, he shall not make

selection from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

All positions filled by appointment based on optional subjects shall be specifically noticed in the published list of appointments in the official register.

If the appointing officer shall certify that a person named in a certification has declined to accept a position offered, the secretary may certify the name of the person standing next highest upon the eligible list to those already certified.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Municipal Commission.

RULE 30.

Notice shall within twenty-four hours be given in writing by the appointing officer to the secretary, of the person or persons appointed, giving the application number, name, address, position, salary and date of appointment, and such other information as the Municipal Commission may require, and a record of the same shall be kept by said secretary.

RULE 31.

Notice of all appointments made under these rules shall be forwarded by the secretary of the Commission within five days to the City Record for publication.

RULE 32.

The Commission shall keep in its office an official roster of the classified service of the City of New York, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name, the date of appointment, employment, promotion or reinstatement, and the office in which and the compensation of the position, date of commencement of service, and the date of transfer in or separation from the service by dismissal, resignation, cancellation of appointment, or death.

Within five days from the date of any transfer, promotion, suspension, resignation, death or removal of any person holding a position in the service of the city, notice thereof shall be given in writing by the appointing officer to the secretary, who shall keep a record of the same.

Appointing officers of any department, office, bureau or institution whose employees are paid direct from the treasury of the city, shall furnish the Municipal Commission with pay rolls showing the names of the persons to be paid, residence, title of position held or kind of service performed by each person, the rate and amount of compensation to which he is entitled and the period for which he is paid, and shall certify that the persons named therein are employed solely in the performance of the appropriate duties of the positions and employments indicated, and have not been assigned to perform duties appertaining to any other title.

Upon satisfactory evidence that, with intent to evade the provisions of law and of

these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission will refuse the certification required by section 19 of the Civil Service Law, and remove the name from the official roster.

The certification of pay rolls by the Municipal Civil Service Commission, required by section 19 of the Civil Service Law, may be made by the secretary or the assistant secretary of the Municipal Commission on behalf of the Commission, and the Municipal Commission for such purpose may by resolution authorize its secretary and assistant secretary or either of them to make such certification.

The commission may by resolution authorize a change in the title of any person holding a classified office or position as borne on the payroll of the department, office, bureau or institution in which such person is employed, provided that such change is not inconsistent with the rules governing transfer or promotion.

RULE 33.

When the services to be rendered by an appointee are for a temporary period, not to exceed three months, and the need of such service is important and urgent, the appointing officer may appoint from the appropriate eligible list, in accordance with the second paragraph of Rule 29, any person willing to accept such temporary appointment, but the acceptance or declination of any such temporary appointment shall not deprive the appointee of his right to future certification for permanent appointment, nor shall said appointee be entitled to the privileges conferred by the provisions of the rules relating to promotion, transfer and reinstatement.

Successive temporary appointments shall not be made to the same position under this rule.

In the following offices, when extra clerks are required for temporary employment and a sufficient number of candidates on the eligible list after due certifications will not accept such temporary employment, clerks may be employed without examination during the periods specified respectively; provided, however, that persons appointed from the eligible lists shall be preferred for retention in the office in case the number of employees is reduced.

In the office of the Receiver of Taxes, Department of Finance, during the busy season, for the collection of taxes, for a period not exceeding four months, between September 1 and January 1.

In the office of the Superintendent of Elections, Police Department, during the season when extra clerks are required for purposes of registration, for a period not exceeding forty days.

In the office of the Collector of Assessments and Arrears, for a period not exceeding four months, between August 15 and December 15.

In the office of the Registrar of Water Rates, Department of Water Supply, for a period not exceeding three months, between May 1 and August 1.

But no temporary appointments shall be made to any of the above-mentioned clerkships unless within four months prior to such appointment a special competitive examination for temporary clerkships has been held.

Upon the termination of the employment of any person employed as the result of an examination pursuant to the provisions of this rule in any of the departments named the name of said person shall be restored to the eligible list in the order of his original standing for future certification for temporary employment as clerk, but no other right is conferred by this rule upon such person.

RULE 34—Repealed.

RULE 35.

PROBATION.

Every original appointment to or employment in any position in the competitive class shall be made for a probationary term of three months, except in Schedule C, where the term shall be for one month, and an appointing or nominating officer in notifying a person certified to him for appointment or employment shall specify the same as for a probationary term only; and if the conduct, capacity and fitness of the probationer are satisfactory to the appointing officer, his retention in the service, after the end of such term, shall be equivalent to his permanent appointment, but if his conduct, capacity or fitness be not satisfactory, he may be discharged at the end of such term, without regard to the provisions of Rule 42, limiting the power of removal.

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list.

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the services rendered by him, and such reports shall be preserved on file.

RULE 36.

PROMOTION.

Promotion from the lower grades to the higher shall be on the basis of ascertained merit, seniority of service and examination, as hereinafter provided.

RULE 37.

THE GRADED SCHEDULES.

For purposes of orderly arrangement and of regulated promotion the offices and positions in Schedules B, C and D of the competitive class shall be divided into grades, based upon the relative character of the duties performed and the rates of annual compensation. Such grades shall be, until otherwise established, as follows:

Schedule B.

JUNIOR CLERKS OR OTHERS.

Grade I—Office boy (or girl). Annual compensation not exceeding \$300.

Grade II—Junior Clerks or others. Annual compensation of \$480.

Grade III—Junior clerks or others. Annual compensation of \$540.

Grade IV—Junior clerks or others. Annual compensation of \$600.

CLERKS OR OTHERS.

Grade I—Offices or positions having an annual compensation of \$750.

Grade II—Offices or positions having an annual compensation of \$900.

Grade III—Offices or positions having an annual compensation of \$1,050.

Grade IV—Offices or positions having an annual compensation of \$1,200.

Grade V—Offices or positions having an annual compensation of \$1,350.

Grade VI—Offices or positions having an annual compensation of \$1,500.

Grade VII—Offices or positions having an annual compensation of \$1,650.

Grade VIII—Offices or positions having an annual compensation of \$1,800.

Grade IX—Offices or positions having an annual compensation of \$1,950.

Grade X—Offices or positions having an annual compensation of \$2,100.

Grade XI—Offices or positions having an annual compensation of \$2,250.

Grade XII—Offices or positions having an annual compensation of \$2,400.

Grade XIII—Offices or positions having an annual compensation of \$2,550.

Grade XIV—Offices or positions having an annual compensation of \$2,700.

Grade XV—Offices or positions having an annual compensation of \$2,850.

Grade XVI—Offices or positions having an annual compensation of \$3,000 or over.

Schedule C.

POLICE DEPARTMENT.

Grade I—Patrolman.

Grade II—Roundsmen.

Grade III—Sergeant, Detective Sergeant.

Grade IV—Captain.

Grade V—Inspector.

FIRE DEPARTMENT.

Grade I—Fireman.

Grade II—Engineer of Steamer.

Grade III—Assistant Foreman.

Grade IV—Foreman.

Grade V—Battalion Chief, Chief of Construction and Repairs to Apparatus, Chief Instructor.

Grade VI—Deputy Chief.

Grade VII—Chief.

STREET CLEANING DEPARTMENT.

Grade I—Assistant Dump Inspector, Assistant Stable Foreman.

Grade II—Dump Inspector, Time Collector, Section Foreman, Stable Foreman.

Grade III—Assistant Superintendent of Final Disposition.

Grade IV—District Superintendent, Superintendent of Final Disposition.

Grade V—Assistant Superintendent.

Grade VI—Superintendent.

Schedule D.

Grade I—Offices or positions having an annual compensation of \$750 or less.

Grade II—Offices or positions having an annual compensation of \$900.

Grade III—Offices or positions having an annual compensation of \$1,050.

Grade IV—Offices or positions having an annual compensation of \$1,200.

Grade V—Offices or positions having an annual compensation of \$1,350.

Grade VI—Offices or positions having an annual compensation of \$1,500.

Grade VII—Offices or positions having an annual compensation of \$1,650.

Grade VIII—Offices or positions having an annual compensation of \$1,800.

Grade IX—Offices or positions having an annual compensation of \$1,950.

Grade X—Offices or positions having an annual compensation of \$2,100.

Grade XI—Offices or positions having an annual compensation of \$2,250.

Grade XII—Offices or positions having an annual compensation of \$2,400.

Grade XIII—Offices or positions having an annual compensation of \$2,550.

Grade XIV—Offices or positions having an annual compensation of \$2,700.

Grade XV—Offices or positions having an annual compensation of \$2,850.

Grade XVI—Offices or positions having an annual compensation of \$3,000 or over.

For purposes of promotion, a position in either Schedule B or D, the annual compensation of which is different from that specified for any grade of the aforesaid schedules, shall be deemed as of the grade of such schedule the salary of which is next lower.

When a person permanently occupying an office or position in either of said schedules is paid at a weekly or at a per diem rate, the grading of such office or position shall be according to the corresponding annual rate, computed on a basis of 52 weeks or of 304 working days to a year.

An increase in salary or other compensation of any person holding an office or position within the scope of this rule beyond the rate fixed for the grade in which such office or position is classified, shall be deemed a promotion.

Rule 38.

Whenever a vacancy is to be filled in any position in Schedules B, C or D, above the lowest grade, and there is no appropriate or adequate eligible list for promotion, the Municipal Commission shall forthwith arrange to hold a competitive examination for promotion, limited to those persons who have served with fidelity for six months in the next lower grade, or for one year in the second lower grade, except as provided in Rule 54. On the request of an appointing officer the Commission may admit to such examination persons holding positions in three or more grades, providing such persons shall have served with fidelity for a period equivalent to service of six months for each of such grades, the reasons for which request to be set forth, in each case, in detail.

No promotion shall be made from a position in one class to a position in another class unless the same be specially authorized by the Municipal Commission; but a person employed in any classified position shall be admissible to the open competitive examination prescribed for original entrance to any other position.

The test of actual service being the main factor for fitness in promotion, there shall be kept in every office continuous and comparative records of the efficiency, punctuality, attention and general good conduct of all persons employed therein. Such records shall at all times be open to inspection to the Municipal Commission for the purpose of verification, or otherwise, and if the same shall have been regularly and properly kept, they shall constitute one of the elements in such promotion examination, with such relative weight as shall be assigned to them by the examining board, subject to the approval of the Municipal Commission. If such records have not been regularly and properly kept the chief examiner shall prescribe such tests as to him may seem best calculated to determine the relative merit and fitness of persons entitled to enter the promotion examination, subject to the approval of the Municipal Commission.

On receiving the notification of an appointing officer that a vacancy exists which is to be filled by promotion, the Municipal Commission, after consultation with such officer, shall set the earliest date practicable for the

examination required under this rule and shall publish the same, by notice, posted conspicuously in the department, office or institution in which such vacancy exists and communicated to those eligible for such examination.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination, unless such person shall have served the city creditably for a period of three years in the department in which he is employed, and then only when the promotion is in accordance with these rules, and is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as required for original appointment to said position.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to make and forward to the Municipal Commission a certified copy of the record of the department, showing the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion. The Municipal Commission shall not be bound to accept such certified copies as final, but may in their discretion call for the original records instead. The Municipal Commission or examining board shall have the right to call upon the appointing officer for further information upon any of the matters before them.

Whenever there are less than three persons eligible for promotion to fill a vacancy and willing to compete therefor, or whenever an appointing officer wishes to promote uniformly all persons in a particular grade entitled to compete, the person or persons nominated by him may be promoted to the next higher grade, upon a certificate of the facts and on passing a non-competitive examination, approved by the Commission.

RULE 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

RULE 40.

TRANSFER.

A person who has received a permanent appointment to any position in the competitive class may be transferred without examination to a position in the same class, in any other office, provided that for original entrance to the position proposed to be filled by transfer there is not required by these rules, in the opinion of the Municipal Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position held by the person proposed to be transferred, or provided he shall have served the city with fidelity for at least three years in a similar position; but this restriction shall not apply in case the name of such person shall be upon the eligible list for the position to which he is proposed to be transferred.

No transfer shall be made from any position in the unclassified service to any position in the classified service nor from any position in one class to any position in another class, nor from any position in any grade in the competitive class to any different grade in that class unless the same shall be espe-

cially authorized by the Municipal Commission, and such authorization shall be reported, with the reasons therefor, in the annual report to the State Civil Service Commission.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

RULE 41.

DISMISSAL.

No person dismissed from the service for delinquency or misconduct shall be eligible to appointment in any capacity in any department of the municipal service within two years.

RULE 42.

To secure compliance with the provisions of the Civil Service Law prohibiting removals because of political opinions or affiliations, no removal of any person in the classified service of the City of New York shall be valid unless and until a statement of the causes of such removal shall be filed with the Municipal Commission and a copy of the same furnished to the person sought to be removed and until such person has been afforded an opportunity to present an explanation in writing.

No person holding a position by appointment or employment in the City of New York, who is an honorably discharged soldier, sailor or marine, having served as such in the Union Army or Navy during the War of the Rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the Army or Navy of the United States during the Spanish-American War, or is an honorably discharged soldier, sailor or marine of the regular Army or Navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges and with the right to such employee or appointee to a review by a writ of certiorari. If the position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be fitted to fill, receiving the same compensation therefor. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section:

RULE 43.

REINSTATEMENT.

Any person employed in any position in the service of the City of New York who shall be certified to the commission by the proper authorities to have left such service without fault or delinquency on his part, and to have

performed the duties of such employment creditably, may be re-employed in the service of the city in the same position in the same department within one year next following his leaving the service. If such employment was after due certification for the same, under these rules, or under the civil service statutes in force at the time the examinations were held, or if such persons shall have passed the examination or attained a place upon the eligible list for such position, such person may be re-employed without further examination. If it was not subject to these rules or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list, pursuant to these rules.

Whenever in any department or institution an office or position is abolished, or whenever the number of positions of a certain character is reduced, the person or persons legally holding the office, or filling the position, shall be entitled to reappointment or reinstatement in the said position or office if it is thereafter within one year re-established under the same or any other designation.

But any person employed in the train service of the New York and Brooklyn bridge in July, 1898, whose services were discontinued through the transfer of the train service from the authority of the city to that of the elevated railroad companies, may be reinstated in the service of the city in the same or a similar position and grade in any department within three years, without further examination, provided, that the names of all such persons shall be placed on appropriate eligible lists in the order of their length of city service, the one with longest service being placed at the head, and such persons to be certified in regular order from such lists to vacancies in such positions as they are entitled to fill. Any reinstatement herein authorized shall be made only after the certificate of the Municipal Civil Service Commission that the reinstatement has been made in accordance with this rule.

RULE 44.

No person in the public service is for that reason under any obligation to contribute to any political fund or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

RULE 45.

Clerical Positions.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

1. Handwriting.
2. Writing from dictation.
3. English spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter writing or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic, applied, viz.: practical prob-

lems in proportion, percentage, interest, discount and average.

8. Letter writing on subjects connected with New York City affairs; grammatical correctness and brevity of expression will be considered.

9. Bookkeeping.

10. Expert penmanship.

11. Typewriting.

12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

The provisions of this rule, or the provisions of Rules 46 and 47 may be waived and the subjects and the weights attaching thereto may be fixed by the Examining Board, in its discretion, in the case of any position in Schedule B, except that of clerk; but the subjects and the weights in examinations for positions in any schedule shall be specified in the advance advertisement thereof.

RULE 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows:

1. Handwriting	30
2. Writing from dictation.....	15
3. English spelling	15
4. Arithmetic	20
5. Making a summary, or letter writing..	20
Total of weights	100

RULE 47.

The process of ascertaining the absolute standing of each competitor shall be as follows:

Results of Examination of Adam Roberts.			
(Date.)			
Subjects.	Standing on subject.	Weight given to subject.	Product of standing and weight.
1. Handwriting	83	30	2,490
2. Writing from dictation	99	15	1,335
3. English spelling.....	68	15	1,020
4. Arithmetic	72	20	1,440
5. Making a summary	70	20	1,400
Total product	..	..	7,700
Divide product by sum of weights..	..	100	
General average standing	..	..	77
6. Letter writing.....	..	..	85

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to position under Schedules C, D and E.

At competitive examinations held for the position of clerk, a separate eligible list will be made up having handwriting as its ba-

sis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

RULE 48.

Firemen and Patrolmen.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said secretary. For all positions in said schedule, except for Matron and Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

City of New York.....190..
To the Municipal Civil Service Commissioners of the City of New York:

The undersigned states that he is years of age, respectfully asks appointment as in the Department, City of New York, and refers you to the following testimonials:

Signed

Each of the undersigned respectfully represents to the Commissioners of City of New York, that he can and does hereby testify that he knows the above applicant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct, and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

The second, which must be filled out and signed in the presence of the Secretary or of a clerk of the Municipal Civil Service Commission, who shall also sign as witness, shall be as follows:

(N. B.—This statement of applicant must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness.)

City of New York.....190..

Statement of.....

Where were you born?.....

In what year?..... Month?..... Day?.....

Where do you live? (street and number).....

How long have you lived in New York City?

If not born in the United States, have you been naturalized?... When?... Where?...

Are you married?..... or single?..... or widower?.....

What family have you?

Have you been complained of, indicted for or convicted of any criminal offense?.....

Where?.....

What is your regular occupation?.....

What has been the nature of your occupation for the last five years?.. ..

Have you ever been a policeman (or fireman, as the case may be)?..... If so, where?..... and when?.....

Have you paid or promised to pay, or given any money or other consideration to any person, directly or indirectly, for any aid or influence toward procuring your appointment?.. ..

*Have you ever been in the Army or Navy of the United States?.....If so, when?.....In what capacity?..... Witness

Signature of Applicant.

Sworn to before me, this

....day of 190....

Signature of officer administering oath.

*If the applicant has been in the military or naval service of the United States he should furnish the name and address of one or more of his surviving officers if practicable. In any case he shall give satisfactory evidence of honorable discharge.

RULE 49.

Every applicant for position in Schedule C, except for Matron and Doorman in the Police Department, shall present to the Examining Board a statement in reference to his physical qualifications, in which he shall answer in writing the following questions:

Applicant's Statement.

Name

Date of birth

Occupation

Have you any disease now?.....

What diseases have you had during the last seven years?

Do you know of any hereditary disease in your family?.....

If your parents, brothers or sisters, or any of them, are dead, of what disease did they die?

Have you ever had fits?

Have you ever had any fracture or dislocation?.....

Have you ever received any injury in the head or spine?

Are you subject to plies?

Have you ever been vaccinated?

Have you ever had rheumatism?

Applicant.

The medical and physical examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the results of such examination.

(For Schedule see next page.)

SCHEDULE.

Name.....Age.....Residence.....

HAS THE APPLICANT ever been examined by the Medical Officer
of the Department, and if so, state the result?*STATE THE EXACT Weight, A; Height, B; Circumference of
Chest, C.

WEIGHT.

HEIGHT.

C†

B. Feet. Inches.

At forced Expiration.....Inches.

On full Inspiration.....Inches.

A. IS THE RESPIRING MURMUR clear and distinct over both
lungs?

B. Is the character of the Respiration Full, Easy and Regular?

C. Are there any indications of Disease of the Organs of respira-
tion or their Appendages?A. IS THE CHARACTER of the Heart's action Uniform, Free
and Steady?

B. Are its Sounds and Rhythm Regular and Normal?

C. Are there any indications of Disease of this Organ or of the
Blood Vessels?

A. IS THE SIGHT good?

B. Is the Hearing good?

IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Diffi-
culty of Breathing, or Palpitation?A. ARE THE FUNCTIONS of the Brain and Nervous System in a
Healthy State?

B. Has the Brain or Spinal Cord ever been Diseased?

IF THE APPLICANT has had any serious illness or injury, state
expressly what effect, if any, is perceptible in the heart, lungs, kid-
neys or abdominal organs, or the skin, eyes, ears, limbs, etc.HAS THE APPLICANT any predisposition, either hereditary or
acquired, to any constitutional disease, as phthisis, scrofula, rheu-
matism?†DOES THE APPLICANT display any evidence of having or hav-
ing had syphilis?

HABITS, use of stimulants and tobacco.

*The Examiners are called upon to pay especial attention to the
annexed schedule in determining the fitness of the applicant.†There should be a difference of at least two inches at forced ex-
piration and on full inspiration.‡Syphilitic taint in the applicant must always be regarded as good
cause of rejection.

**Obesity must be regarded as good cause for rejection.

†Minimum circumference of the
Chest tolerable in applicants.

Circumference of

Height.
Feet. Inches.Chest.
Inches.STATURE AND WEIGHT.—The
stature shall not be below 5 ft.
7½ in., nor the weight below that
marked as its minimum accom-
paniment in the subjoined
table:**Height. Min. Weight.
Feet. Inches. Pounds.

5	7½	33	5	7½	138
5	8	34	5	8	140
5	9	34½	5	9	145
5	10	35	5	10	150
5	11	35½	5	11	155
6	—	36	6	—	160
6	1	36½	6	1	165
6	2	37	6	2	170
6	3	37½	6	3	175
6	4	38	6	4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches and the weight is 138 pounds.

(c) In the case of Firemen in the Fire Department, the stature shall not be below 5 feet 6½ inches, nor the chest measurement and weight below those marked as the minimum in the subjoined table:

Height.		Circumference of chest.	Weight.
Feet.	Inches.	Inches.	Pounds.
5	6½	36	136
5	7	36	138
5	7½	36	140
5	8	36	145
5	8½	36	150
5	9	36	155
5	9½	36	160
5	10	36	165
5	10½	36	170
5	11	36	175
5	11½	36	180
6		36	185
6	0½	36½	190
6	1	36½	195

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I being duly sworn, depose and say, that I have returned true answers to the inquiries of touching my personal and family health, history, habits and antecedents, and that I am the person described in the above record of examination.

Sworn to before me this

....day of190..

Notary Public (or Commissioner of Deeds).

CERTIFICATE OF MEDICAL AND PHYSICAL EXAMINERS.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions..... and find that he issound in limb and body, is able-bodied..... of a robust constitution, has good eyesight, and good hearing, and in our opinion is physically qualified to sustain the labors and exposures, and perform the duties of a.....and that the above is a truthful record of the examination.

(Signed)

New York. 190..

RULE 50.

The physical examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

RULE 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

Except that the provisions of this rule or the provisions of Rules 52 to 55, inclusive, shall not apply to candidates for positions in the Street Cleaning Department.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such a manner as the Examining Board may determine with the aid directed by Rule 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

(a) Spelling.

(b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic.

(e) Rules and regulations relating to the duties of the position applied for.

(f) In the case of applicants for positions as Policemen, questions relating to

City government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Spelling	2
(b) Handwriting	1
(c) Writing from memory.. ..	1
(d) Arithmetic.....	1
(e) Rules and regulations relating to duties of position.....	2
(f) City information (or knowledge of buildings, etc.).....	3
Total weights..	10

RULE 52.

In making up the general average of the standing of applicants for positions in Schedule C, except for Matron and Doorman in the Police Department, the relative value of the subject shall be as follows:

Physical qualifications....	4
Experience	1
Obligatory subjects.....	5

Total of values

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

RULE 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

RULE 54.

PROMOTION OF FIREMEN AND POLICEMEN.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination.

The relative weights to be given to the different elements shall be:

Twenty-five per cent. to the competitive mental examination.

Fifty per cent. to the permanent records of previous service, including efficiency, character and conduct.

Twenty-five per cent. to seniority in rank. No person shall be placed upon the eligible list who has not attained at least 70 per cent. in each of these subjects.

No person shall be admitted to further examination unless he shall have previously passed the proper medical and physical tests.

The subjects of competitive mental examination shall be as follows:

(1) Writing a report to a superior officer.

(2) Questions upon subjects connected with the city government and the administration,

organization and discipline of the Police or the Fire Departments.

(3) General knowledge of localities.

(4) Handwriting.

(5) Knowledge of rules and regulations.

(6) Knowledge of laws and ordinances relating to his duties.

Each candidate shall be rated for efficiency, character and conduct as shown by his previous service upon the permanent and continuous records of the Department in which each man's actions and conduct shall be entered. Special consideration in rating shall be allowed for conspicuous acts of bravery.

In any examination for promotion to the grade of Assistant Foreman in the Fire Department, candidates who have served in the position of Engineer of Steamer, or who hold a place upon the eligible list for Engineer of Steamer, shall be given special consideration in rating.

In rating for seniority 70 per cent. shall be allowed for three years' service in the grade. An additional 2 per cent. shall be allowed for each of the next five years' service (after the first two years) in the grade, and an additional 1 per cent. for each of the next twenty years' service in the grade after the first seven years.

No Fireman or Patrolman shall be eligible for examination for promotion who has not reached the rank of first grade in his respective position, as defined by chapter 378 of the Laws of 1897.

Whenever positions in Schedule C, for which promotion is sought, call for special or technical knowledge, not covered by the above requirements, the Examining Board may, subject to the approval of the Municipal Commission, fix such subjects as they deem appropriate and necessary, and such subjects shall conform as far as practicable to those fixed in examinations set for similar positions in other schedules.

RULE 55.

During the period of probation provided for by these rules all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the department shall require in the School of Instruction, and no person shall receive an appointment to a position in either department unless at the end of the period of probation the instructor of the School of Instruction shall report to the commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department, no person shall receive such appointment unless at the expiration of such period of probation the instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.

RULE 56.

The general examination for admission to offices or positions in Schedule D shall be in writing. The subjects of examination and the weights attached thereto shall be set in each case by the Examining Board. No person shall be admitted as a competitor for appointment to any position in Schedule D requiring technical or professional qualifications who shall not present satisfactory evidence that he has received a diploma or certificate from some reputable educational institution, showing that he has pursued in such institution with credit for two years a course of study adapted to qualify him for the position he seeks or for which his ap-

pointment is desired. He may, however, produce, in lieu of such diploma or certificate, certificates from one or more professional men of good standing to the effect that he has pursued with them or under their direction and with credit to himself a course of study similar to that before mentioned covering a period of three years. The Examining Board may require candidates for any position classified in Schedule D to present satisfactory evidence or to pass a preliminary physical examination showing that they are free from any physical defect or disease likely to interfere with the proper discharge of the duties of the position sought.

RULE 57—Repealed.

SCHEDULE E.

RULE 58.

The position coming under Schedule E being of a miscellaneous character and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

RULE 59.

APPOINTMENTS IN THE NON-COMPETITIVE CLASS

Vacancies in positions in the non-competitive class may be filled by the appointment of such persons as upon proper non-competitive examination shall be certified as qualified to discharge the duties of such positions by a designated Board of Examiners. The head of any department or institution in which a vacancy or vacancies may occur in this class may nominate for examination a person for each vacancy, but in any institution where a number of persons are employed in the same class of work the appointing officer may nominate for examination more than one person, in order to provide a list of qualified persons from which an immediate selection may be made in case of vacancy. Such nomination may be made to the Commission or directly to the Examiners as the Commission may by regulation prescribe.

The Municipal Commission may at any time appoint and commission a board of examiners for positions of this class who may be officers or employees of the department or institution in which such positions exist. Such examiners shall transmit to the Commission monthly a statement of the results of the examinations conducted by them, with the names of persons examined or appointed and such other information as the Commission may require.

Examinations for positions in the non-competitive class shall be such as shall show (1) that the applicant is free from any physical defect or disease likely to interfere with the discharge of his duties, (2) that his general character is satisfactory and (3) that he possesses the requisite knowledge and ability or that he is qualified by experience to discharge his duties efficiently and intelligently.

To preserve a uniform standard in qualifications for like position and employments in different institutions the Commission, after consultation with the appointing officers concerned, may at any time, by regulation prescribe uniform limitations and tests, for the government of the examiners.

RULE 60.

PRISON KEEPERS.

Applicants for the position of Keeper of Prisons and Workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner. The physician making such examination shall answer the following questions in writing and sign his name and address to them:

Has the applicant the organic disease of the following organs, and if so, state what it is:

Lungs, heart, kidneys. Is he free from hernia? Is he free from varicose veins? Is his sight good? Is his hearing good? Does he suffer from any nervous disease, as epilepsy or paralysis? Are there any circumstances connected with the applicant's health or strength besides what are stated above that can, in your opinion, tend to render the applicant unfit for prison service as a Keeper? If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him:

I,, do hereby certify that I have examined, the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature)

Dated at.....this...day of190..

SCHEDULE G.

RULE 61.

Schedule G shall include all laborers and other employes in the city service who shall not be subject to examination under the civil service rules, or be especially exempt from examination by said rules or by the statutes of this state.

There shall be appointed by the Municipal Commission at such salary as they may fix, a Clerk of the Municipal Commissioners of The City of New York, to be known as the labor clerk.

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employes hereby classified in Schedule G, who shall at the date of such request, be in the service of such department.

RULE 62.

All persons seeking any employment classified in Schedule G shall apply for registry for such employment to the Labor Clerk of the Municipal Commissioners, who shall thereupon forthwith deliver to the applicant, or mail to him at the address given by him, a copy of these rules and an application blank of such form as shall be prescribed by the Municipal Commissioners, calling for the name, age, residence and citizenship of the applicant, his previous occupation, and service, if any, in the Army or Navy of the United States in the Civil War, and the date of his discharge therefrom and proof thereof, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one of whom is or shall have been an employer of the applicant, vouching for his sobriety, trustworthi-

ness, industry and capacity for the labor and employment for which he seeks to be registered.

Upon receiving such application duly filled out and signed by the applicant with his name or mark together with such certificate of character duly filled out and executed, the Labor Clerk shall cause a number to be affixed to the application, showing the order of its receipt, and thereafter shall enter the same in an application book in such order, and shall cause a written notice to be sent or given to the applicant, stating the time and place of his examination for registry fixed by the Municipal Commissioners as herein-after provided, at which time and place such examiner or examiners as may be selected by the Municipal Commissioners shall, in such manner as the said Municipal Commissioners shall prescribe, make inquiry regarding the age, residence, citizenship, character, previous occupation, military or naval service in the Civil War, of the applicant, and ascertain and determine by examination into his capacity for labor and his habits as to industry and sobriety, whether he is qualified for the employment sought, and shall indorse a statement of the determination in that regard, and the reasons for it, upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any willfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same, shall lose the registration number and shall be required to make a new application.

For any service other than that of common laborer, candidates will be required to produce a certificate from some competent person or persons of his ability to do the special kind of work for which he desires to be certified.

RULE 63.

All applicants determined to be qualified for the employment sought shall be registered in the order of their application in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are found to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the nature of his service, if any, in the Army or Navy of the United States in the Civil War and of his discharge therefrom, his references and such other information with reference to the applicant as the Municipal Commissioners may from time to time require.

Whenever any list of eligible persons, prepared under authority of this rule, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this rule to the persons standing highest on such list shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this rule, and such persons shall be given preference on any list of registered applicants, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section.

No person shall be eligible for appointment for a longer period than one year from the date of his or her physical examination. To determine continued eligibility, physical examinations of those already registered may

be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in the order of his or her registration number, to report upon a fixed day and hour for examination. The names of all those who do not report for said examination and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list. The name of each person qualified shall be retained upon the registration list in the order of his or her original registration.

In case of an emergency, the appointing officer may hire and employ temporarily such and so many persons as shall be rendered necessary by such emergency, forthwith reporting such action, with the full particulars thereof, to the Mayor and to this Commission, but no person shall be so hired or employed for a longer period than three days, except that any person registered or eligible to appointment as a Driver, or as Sweeper in the Department of Street Cleaning, may be temporarily employed at any time as an extra Driver or Sweeper to fill the place of a Driver or Sweeper who is suspended or temporarily absent from duty from any cause.

Where the labor service of any department or institution extends to separate localities, the Municipal Commission may provide separate registration lists for each district or locality. There shall be separate lists of applicants for different kinds of labor or employment, and the Municipal Commission may establish separate labor lists for various institutions and departments. But the number and character of such separate lists for institutions and departments shall be stated for the information of applicants in the printed application blank, and any person seeking employment in his trade who is duly qualified under these rules shall be registered as eligible for appointment on any or all of such lists for such trade as he may designate. Preference in employment from such lists shall be given according to date of application.

A separate register shall be kept for the positions of Sweeper, Driver and Dump Boardman in the Department of Street Cleaning, and candidates who have passed the physical examination required shall be registered in the order of their applications under the head of the position for which they apply.

The examinations for registry shall be held under the direction of the Municipal Commissioners as often as the City service may require.

RULE 64.

When the services of laborers or other employees included in Schedule G are required in any department of the City service, the officer of such department thereto duly authorized shall make a written requisition upon the Labor Clerk, stating the number of persons required and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Municipal Commission, shall certify to such officer the names of persons on the registered list found qualified for the kind of labor required, stating as to each name, address and registration number, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Municipal Commission may direct. In making such certificates, the Labor Clerk shall certify:

First—Veterans of the Army or Navy of

the United States in the Civil War, who are residents and citizens of this state.

Second—Persons not veterans.

If there be no sub-divisions covering the kind of labor required, or if the names in such sub-division be exhausted, the Labor Clerk shall certify from the sub-division covering unskilled labor, unless the officer making the requisition shall designate some other sub-division and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such sub-division.

From the number of persons so certified the officer making the requisition shall select the number required and report to the Labor Clerk within twenty-four hours from the date of appointment the names, registration numbers and residences of the persons so selected, provided, however, that whenever the officer shall employ a smaller number than called for in the requisition he shall not make selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies actually filled.

RULE 65.

The name of any person shall remain upon the registered list for appointment not longer than one year from the date on which it is entered on such list, except after re-examination, as provided in Rule 63. In the case of every employee the department of the City service employing him shall forthwith report him to the Labor Clerk, together with the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Municipal Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employee. No employee whose employment is terminated for the reason of failure to work, incompetence or physical or moral disqualifications, shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REINSTATEMENT.

Any person employed in any position classified in Schedule G who shall be certified to the Municipal Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position in the borough of which he is a resident, within one year next following his leaving the service. If such employment was after due certification for the same under these rules, or under statutes in force at the time the examinations were held, such persons may be re-employed without further examination. If it was not subject to these rules, or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules.

RULE 66.

In case there are no eligible lists existing from which appointments may be made to any position in Schedule G, if requisition is made by the appointing officer, the Labor Clerk shall certify the fact to the officer making the requisition, who shall then select such employees as may be immediately required under these rules.

Laborers so employed shall not be retained for a longer period than one week, unless they shall present themselves at the Municipal Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment, as set forth in the special rules in relation to the employment of laborers.

RULE 67.

TRANSFERS.

No transfer from one position in Schedule G to another position in the same schedule shall be allowed, unless the persons to be transferred shall have served at least one year in the position from which the transfer is to be made, and then only upon passing an examination equivalent to that required for the position to which he is to be transferred.

No person shall be appointed or employed under any title not appropriate to the duties to be performed.

No laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position, or to be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Rules for appointment or promotion to such position, but in the Department of Street Cleaning, during the winter season, members of the uniformed force may be detailed for clerical or other duty in the snow and ice office.

CLASSIFICATION OF THE CIVIL SERVICE OF THE CITY OF NEW YORK.

RULE 68.

I. The Exempt Class.

Schedule A—Including the following positions in the departments respectively named:

COMMISSIONERS OF ACCOUNTS.

Chief Accountant.
Chief Clerk.
Sixteen Examiners of Accounts.
Eight Chief Examiners of Accounts.
Chief Engineer.
Two Examining Engineers.
Two Stenographers to Commissioners.
Eight Examining Inspectors.
One Law Examiner.

ARMORY BOARD.

Secretary of the Board.

BOARD OF ASSESSORS.

Secretary of the Board.

AQUEDUCT COMMISSION.

Secretary of the Commission.
Auditor of Accounts.
Chief Engineer.
Stenographer to the President.
Four Division Engineers.)

DEPARTMENT OF BRIDGES.

Deputy Commissioner.
Chief Engineer.
Four Consulting Engineers.
Secretary to the Commissioner.

BELLEVUE AND ALLIED HOSPITALS.
Secretary to the President.

BROOKLYN PUBLIC LIBRARY.

Librarian.
Assistant Librarian.

BROOKLYN DISCIPLINARY TRAINING SCHOOL.

Superintendent.
Three Chaplains.

DEPARTMENT OF PUBLIC CHARITIES.

Deputy Commissioner.
Second Deputy Commissioner.
Secretary of the Department.
Secretary to the Commissioner.
Secretary to the Second Deputy Commissioner.

General Inspector.
Superintendent of Out-Door Poor—Manhattan and Bronx.
Superintendent of Out-Door Poor—Brooklyn and Queens.
Superintendent of Out-Door Poor—Richmond.
Seven Chaplains.

DEPARTMENT OF CORRECTION.

Deputy Commissioner.
Secretary of the Department.
Secretary to the Commissioner.
Seven Wardens (Prisons or Workhouse).
Five Chaplains.

BOARD OF CITY RECORD.

Supervisor of the "City Record."

CITY COURT.

Clerk.
Deputy Clerk.
Clerk's Attendant.

CITY MAGISTRATES' COURT.

Clerk of each Court.

COURT OF GENERAL SESSIONS.

Clerk.
Deputy Clerks.
Attendant to each Judge.

THE MUNICIPAL COURT.

Clerk to each District.
Clerk to each Justice.
Deputy Clerk for each District in the Boroughs of Manhattan, Brooklyn, The Bronx, and the First District of Queens.
Assistant Court Clerk.

COURT OF SPECIAL SESSIONS.

Clerk.
Clerk of the Court for Brooklyn, Queens and Richmond, Second Division.
Deputy Clerk of the First Division.
Deputy Clerk of the Second Division.

MUNICIPAL CIVIL SERVICE COMMISSION.

Secretary of the Commission.
Assistant Secretary.
Ten expert Examiners.

CORONERS.

Chief Clerk in each Borough office.
Replevin Clerk in each Borough office.

COLLEGE OF THE CITY OF NEW YORK.

Assistant Secretary.
Secretary to the President.

NORMAL COLLEGE.

Secretary of the College.
Secretary to the President.
Bellringer.

DEPARTMENT OF DOCKS AND FERRIES.

Deputy Commissioner.
Secretary of the Department.
Secretary to the Commissioner.
Chief Engineer.
Cashier.

BOARD OF EXAMINERS.

Clerk to the Board.

BOARD OF EDUCATION.

Secretary to the Board of Education.
Secretary to the City Superintendent.
Superintendent of School Buildings.
Superintendent of School Supplies.

BOARD OF ESTIMATE AND APPORTIONMENT.

Chief Clerk.
Stenographer to the Board.
Chief Engineer.

BOARD OF ELECTIONS OF THE CITY OF NEW YORK.

Six Chief Clerks for Board and Boroughs.
Six Deputy Chief Clerks for Board and Boroughs.
Two Secretaries to Commissioners.
Two Stenographers to Commissioners.
Six Clerks to Board.
Sixteen Clerks for the Boroughs.

FINANCE DEPARTMENT.

Two Deputy Controllers.
Assistant Deputy Controller.
Fourteen Auditors of Accounts.
Two Deputy Auditors of Accounts.
Eighteen Examining Inspectors.
Seven Expert Accountants.
Secretary to the Controller.
City Paymaster.
Seven Deputy City Paymasters.
Chief Stock and Bond Clerk.
Seven Stock and Bond Clerks.
Security Deposit Clerk.
Collector of City Revenues and Superintendent of Markets.
Clerk to the Controller.
Deputy Collector of City Revenues.
Deputy Superintendent of Markets.
Ten Bank Messengers.
Messenger in the Paymaster's office and Auditing Bureau.
Collector of Assessments and Arrears.
Deputy Collector of Assessments and Arrears in each Borough.
Receiver of Taxes.
Two Deputy Receivers of Taxes in each Borough.
Twenty-nine Cashiers.
Appraiser of Real Estate.
Supervising Accountant and Statistician.
Seven Examiners of Accounts of Institutions.
Deputy Chamberlain.
Four Warrant Clerks in the office of the Chamberlain.
Two Bank Messengers in the office of the Chamberlain.
Examiner of Endorsements and Coupons in the office of the Chamberlain.
Stenographer to the Receiver of Taxes.

FIRE DEPARTMENT.

Deputy Commissioner — Brooklyn and Queens.
Secretary of the Department.
Secretary to the Commissioner.
Secretary to the Deputy Commissioner.
Secretary of the Relief Fund.
Cashier—Manhattan, Richmond and The Bronx.
Cashier—Brooklyn and Queens.
Inspector of Combustibles.

HEALTH DEPARTMENT.

Secretary of the Department.
Secretary to the President.
Sanitary Engineer.
Sanitary Superintendent.
Assistant Sanitary Superintendent in each Borough.

LAW DEPARTMENT.

Sixty-five Assistants to the Corporation Counsel.
Chief Clerk.
Secretary to the Corporation Counsel.
Attendant to the Corporation Counsel.
Attendant to the First Assistant Corporation Counsel, Brooklyn.

MAYOR'S OFFICE.

Secretary to the Mayor.
Assistant Secretary.
Chief Clerk and Bond and Warrant Clerk.
Three Executive Clerks.
Executive Stenographer.
Chief of the Bureau of Licenses.
Deputy Chief of the Bureau of Licenses, Manhattan and the Bronx.
Deputy Chief of the Bureau of Licenses, Brooklyn.

DEPARTMENT OF PARKS.

Secretary of the Park Board.
Secretary to each Commissioner.
Stenographer to the Commissioner for Manhattan and Richmond.
Stenographer to the Commissioner for Brooklyn and Queens.
Chief Engineer—Brooklyn and Queens.
Superintendent of Parks—Manhattan and Richmond.
Two Assistant Superintendents of Parks—Manhattan and Richmond.
Landscape Architect.
Chief Engineer—Manhattan and Richmond.
Chief Engineer—The Bronx.
Superintendent of Parks—Brooklyn and Queens.
Superintendent of Parks—The Bronx.

POLICE DEPARTMENT.

Two Deputy Commissioners.
Secretary to the Commissioner.
Secretary to each Deputy Commissioner.
Stenographer to the Commissioner.
Stenographer to each Deputy Commissioner.
Cashier and Bookkeeper.
Complaint Clerk.
Property Clerk.
Assistant Property Clerk.
Auditor of Accounts.

OFFICE OF THE BOROUGH PRESIDENT IN EACH BOROUGH.

Secretary of the Borough.
Stenographer to the President.
Executive Clerk.
Secretary to the President, Brooklyn.

BUREAU OF BUILDINGS IN EACH BOROUGH.

Superintendent of Buildings.
Assistant Superintendent of Buildings.
Secretary to the Superintendent.
Consulting Architect.
Chief Inspector.

BUREAU OF PUBLIC WORKS IN EACH BOROUGH.

Commissioner of Public Works.
Assistant Commissioner of Public Works.
Secretary to the Commissioner of Public Works.
Superintendent of Highways.
Superintendent of Sewers.
Cashier, Bureau of Highways.

Superintendent of Public Buildings and Offices.

Superintendent of Street Cleaning in Queens and in Richmond.

Consulting Engineer of Public Buildings—Manhattan.

Chief Engineer of Sewers, Manhattan.

Chief Engineer of Highways, Manhattan.

QUEENS BOROUGH LIBRARY.

Librarian.

RAPID TRANSIT COMMISSION.

Secretary of the Commission.

Chief Engineer.

Principal Assistant Engineer.

Six Division Engineers.

Three General Inspectors.

Secretary to the Chief Engineer.

Auditor of Accounts.

Photographer.

SINKING FUND COMMISSION.

Clerk of the Commission.

DEPARTMENT OF STREET CLEANING.

Deputy Commissioner.

Secretary to the Commissioner.

DEPARTMENT OF TAXES AND ASSESSMENTS.

Assistant to each Commissioner.

Stenographer to each Commissioner.

Secretary to the President.

Chief Clerk in each Borough.

TENEMENT HOUSE DEPARTMENT.

Two Deputy Commissioners.

Superintendent—Brooklyn.

Superintendent—The Bronx.

Secretary to the Commissioner.

Stenographer to each Deputy Commissioner.

Three Chief Inspectors.

DEPARTMENT OF WATER SUPPLY, GAS AND ELECTRICITY.

Deputy Commissioner in each Borough.

Secretary of the Department.

Secretary to the Commissioner.

Stenographer to the Commissioner.

Stenographer to the Deputy Commissioner, Borough of Brooklyn.

Water Register—Manhattan.

Water Register—Brooklyn.

Water Register—The Bronx.

Chief Engineer of Water Supply—Manhattan.

Chief Engineer of Water Supply—Brooklyn.

Chief Engineer of Surface Construction.

Consulting Engineer of Water Supply.

Consulting Engineer in the Electrical Bureau.

Cashier—Manhattan.

Cashier—Brooklyn.

The classification of any office or position or the change of title of any office or position in Schedule A, becoming effective through the adoption of this rule at the time of such adoption, shall in no case be deemed to permit a new appointment to such office or position, except where a vacancy exists or may hereafter be created with authority of law; nor shall such classification or change of title be deemed to transfer to the competitive class any office or position classified prior to the adoption of this rule as exempt.

II. THE COMPETITIVE CLASS.

Schedule B.—Including all positions the duties or functions of which are of a clerical character, in the following subdivisions, graded as provided in rule 37:

SUBDIVISION I—CLERKS.

Assistant Secretary.

Chief Clerk.

Clerk.

Junior Clerk

Law Clerk.

Assistant Court Clerk.

Medical Clerk.

Financial Clerk.

Collection Clerk or Agent.

Office Boy (or Girl).

SUBDIVISION II—ACCOUNTANTS.

Auditor.

Examiner.

Accountant.

Chief Bookkeeper.

Bookkeeper.

SUBDIVISION III—STENOGRAPHERS.

Court Stenographer.

Law Stenographer.

Stenographer and Typewriter.

Typewriting Copyist.

SUBDIVISION IV—STATISTICIANS.

Registrar of Records.

Assistant Registrar of Records.

Statistician.

Statistical Clerk.

Schedule C—Including positions in the uniformed forces of the Department of Police, Fire and Street Cleaning, graded as provided in Rule 37:

SUBDIVISION I—POLICE DEPARTMENT.

Patrolman.

Roundsman.

Sergeant.

Detective Sergeant.

Captain.

Inspector.

SUBDIVISION II—FIRE DEPARTMENT.

Fireman.

Engineer of Steamer.

Assistant Foreman.

Foreman.

Battalion Chief.

Fire Marshal.

Chief of Construction and Repairs to Apparatus.

Chief Instructor.

Deputy Chief.

Chief.

SUBDIVISION III—STREET CLEANING DEPARTMENT.

Assistant Dump Inspector.

Assistant Stable Foreman.

Dump Inspector.

Time Collector.

Section Foreman.

Stable Foreman.

Assistant Superintendent of Final Disposition.

District Superintendent.

Superintendent of Final Disposition.

Assistant Superintendent.

Superintendent.

Schedule D.—Including positions, the duties or functions of which are of an expert, technical or professional character, in the following subdivisions, and graded as provided in Rule 37:

SUBDIVISION I.—CIVIL ENGINEERING.

Principal Assistant Engineer.

Assistant Engineer.

Transit Man and Computer.

Surveyor.

Leveler.

Chainman or Rodman.

Axman.

Topographical Draughtsman.

Structural Steel Draughtsman.

SUBDIVISION II.—INSPECTION OF PUBLIC WORK.

Inspector of

(1) Regulating, Grading and Paving.

(2) Pipe Laying, Pipes and Hydrants.

(3) Meters and Water Consumption.

(4) Sewer Construction.

(5) Sewer Connections.

(6) Masonry Construction.

(7) Iron and Steel Construction.

(8) Cement Tests.

(9) Dock and Pier Building.

Superintendent of Conduits and Reservoirs.

Superintendent of Docks.

Superintendent of Construction or Repairs.

SUBDIVISION III.—INSPECTION OF BUILDINGS.

Inspector of

(1) Carpentry and Masonry.

(2) Iron and Steel Construction.

(3) Plumbing.

(4) Light and Ventilation.

(5) Tenements.

Lay Sanitary Inspector.

SUBDIVISION IV.—MECHANICAL ENGINEERING.

Mechanical Engineer.

Mechanical Draughtsman.

Inspector of Boilers.

SUBDIVISION V.—ELECTRICAL.

Electrical Engineer or Electrician.

Inspector of Electric Lighting and Conductors.

Dynamo Engineman.

SUBDIVISION VI.—ARCHITECTURAL.

Deputy Superintendent of School Buildings.

Architect—permanently employed.

Architectural Draughtsman.

Plan Examiner.

SUBDIVISION VII.—MEDICAL.

General Medical Superintendent.

Superintendent of Hospital.

Deputy Medical Superintendent.

Medical Inspector.

Examining Physician.

Hospital Physician.

Examiner in Lunacy.

SUBDIVISION VIII—LABORATORY WORK.

Pathologist.

Bacteriologist.

Chemist.

Apothecary.

Laboratory Assistant.

SUBDIVISION IX—HOSPITAL SERVICE—LAY.

Superintendent of Hospital or Asylum.

Superintendent of Training School.

Deputy Superintendent of Hospital or Asylum.

Superintendent of Nurses.

Matron.

Steward.

Nurse.

Orderly.

GENERAL.

Head of technical bureau.

Schedule E—Including positions of a general or miscellaneous character, as follows:

Advertising Expert.

Assistant Fire Marshal.

Attendant.

Court Attendant.

Attendance Officer.

Bookbinder.

Bridge Keeper.

Cataloguer.

Coroner's Physician.

Computer of Assessments.

Disinfecter.
 Dockmaster.
 Deputy Commissioner of Taxes and Assessments.
 Deputy Supervisor of the "City Record."

Examiners:

- (1) Chief examiner, Civil Service Commission.
- (2) Civil Service Examiner.
- (3) Examiner, Law Department.
- (4) Examiner, Board of Education.
- (5) Examiner, Board of City Record.
- (6) Medical Examiner.
- (7) Examiner of Charitable Institutions.

Enginemen:

- (1) Supervisory Engineman.
- (2) Stationary Engineman.
- (3) Pile Driving Engineman.
- (4) Marine Engineman.
- (5) Automobile Engineman.

Gardener.

Head Gardener.
 Interpreter.

Inspector of

- (1) Lamps and Gas.
- (2) Elevators.
- (3) Incumbrances.
- (4) Combustibles.
- (5) Fire Alarm Boxes.
- (6) Foods.
- (7) Fuel.
- (8) Weights and Measures.
- (9) Supplies.
- (10) Lumber.

General Inspector.**Janitor.****Janitor-Engineman.****Junior Assistant Corporation Counsel.****Keepers:**

- (1) Prison Keeper.
- (2) Keeper of Menagerie.
- (3) Keeper on Aqueduct.
- (4) Bridge Keeper.

Librarian—Law Department.**Master.****Matron.****Measurer.****Messenger.****Oil Surveyor.****Pilot.****Police Surgeon.****Police Doorman.****Police Matron.****Process server.****Purchasing Agent.****Reception Agent.****Searcher.****Steward.****Superintendent of:**

- (1) Incumbrances.
- (2) Public Baths and Comfort Stations.
- (3) Supplies and Repairs.

Deputy Superintendent of School Supplies.**Supervisor of Complaints.****Teacher.****Telephone Switchboard Operator.****Telegraph Operator.****Veterinarian.****Visitor—Department of Public Charities.****Watchman.****THE NON-COMPETITIVE CLASS.**

Schedule F—Including the following positions in the Departments respectively named:

**DEPARTMENTS OF PUBLIC CHARITIES, CORRECTION AND BELLEVUE AND AL-
LIED HOSPITALS.**

Superintendent, New York Training School for Nurses.

Assistant Superintendent, New York Training School for Nurses.

Head Pupil Nurse of Training School.

Pupil Nurse of Training School.

Barber.

Basket Maker.

Butcher.

Cook—Female.

Cook—Male.

Cutter.

Hospital Helper.

Hospital Helper—Mechanic.

Laundress.

Orderlies, whose compensation does not exceed \$240 per annum.

Seamstress.

Stoker.

Shoemaker.

Tailor.

Waitress.

Minor employes, of whatever designation, whose compensation does not exceed \$150 per annum.

HEALTH DEPARTMENT.

Minor positions in the hospitals for contagious diseases, as follows:

Boatman.

Carpenter.

Captain.

Domestic.

Deck-hand.

Driver.

Engineer.

Elevator Man.

Errand Boy.

Fireman.

Gardener.

Helper.

Hospital Clerk.

Laborer.

Nurse.

Orderly.

Watchman.

BOARD OF EDUCATION.

Positions in the Nautical School as follows:

Superintendent.

Executive Officer.

Boatswain.

Cabin Boy.

Cabin Steward.

Captain of Hold.

Carpenter.

Instructor.

Quartermaster.

Sailmaker.

Ship's Cook.

Steward.

Surgeon.

Fireman.

Seaman.

Wardroom Boy.

Wardroom Steward.

THE LABOR CLASS.

Schedule G—Including positions subject to registration, as follows:

Batteryman.

Batteryman's Assistant.

*Blacksmith.

Boatman.

Bollermaker.

*Bricklayer.

Bridge Mechanic.

Bridge Tender.

Cabin Boy.

Cabinetmaker.

Cable Slicer.

*Carpenter (House).

Carpenter (Ship).

Cement Worker.

Cleaner (Male or Female).

Deckhand.

Diver.

Diver's Tender.

Dockbuilder.

Driver, miscellaneous.

Driver, D. S. C.

Dump Boardman, D. S. C.

Elevatorman.

Flagger.

Foreman of Mechanics.

Foreman of Laborers.

Foreman's Assistant.

Gardener's Assistant.

Harnessmaker.

Horseshoer.

Hose repairer.

Hostler, D. S. C.

*Housesmith.

Laborer.

Lighter of Markets.

Lineman.

*Machinist.

Machinist's Apprentice.

Mason.

Marine Sounder.

*Mechanic, D. S. C.

Mechanic's Helper.

Mower.

Oiler.

*Painter (Decorator).

*Painter (Grainer).

*Painter (House).

*Painter (Letterer).

*Painter (Striper).

Paver.

*Pipe Caulker.

*Pipefitter.

*Plasterer.

*Plumber.

Plumber's Apprentice.

Rammer.

Rigger.

*Saw Filler.

Scowman.

Ship Caulker.

Stableman.

Steward on Tug.

Stoker.

Stonecutter.

Sweeper, D. S. C.

*Tapper.

*Tapper's Assistant.

*Tinsmith and Roofer.

Upholsterer.

*Varnisher.

Wheelwright.

Wireman.

*Subject to Trade Examination.

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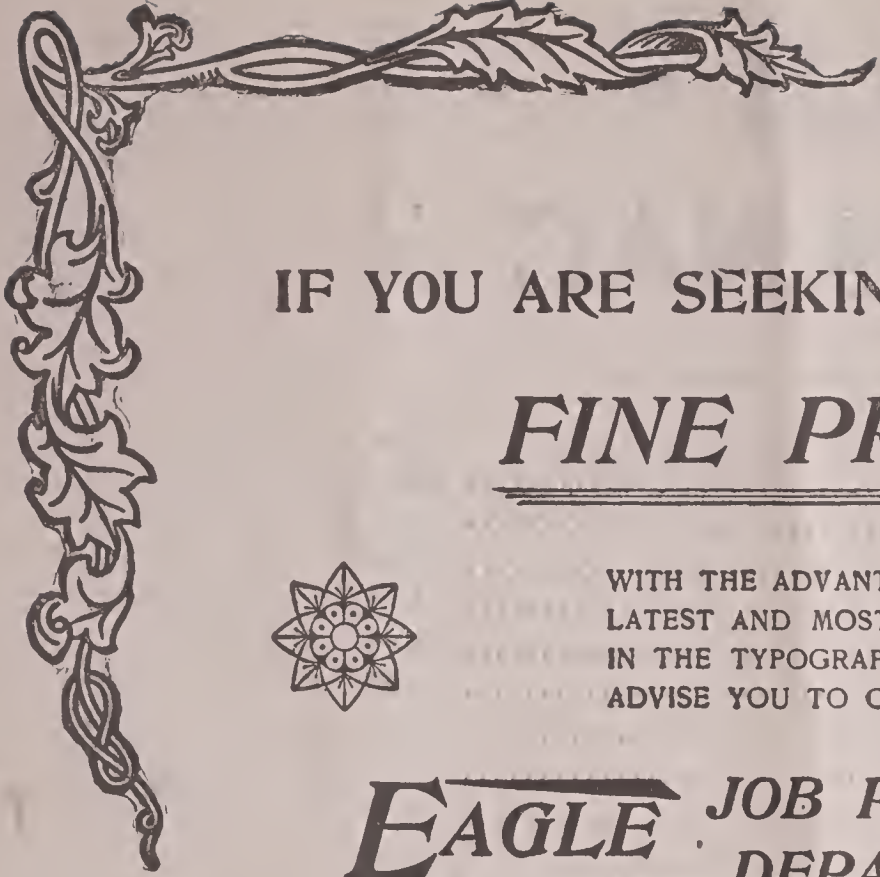
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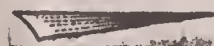
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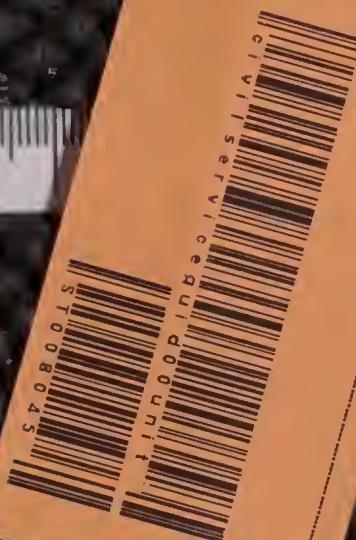
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